Central Lakes College
Practical Nursing Student Handbook
2025-2026

Department of Nursing
Staples Campus
Central Lakes College
1830 Airport Road
Staples, MN   56479

Toll free: 1-800-933-0346
Dean of Nursing: (218)-894-5172
Admissions/Nursing Advisor: (218) 855-8036
Registration: (218) 855-8034

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<center>**Introduction**</center>

Welcome to the Central Lakes College (CLC) Practical Nursing (PN) Program. The program is designed to prepare graduates to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN) licensure. Graduates who successfully pass the NCLEX-PN are eligible for employment as a License Practical Nurse (LPN) in a variety of healthcare settings. Furthermore, graduates are eligible to apply for admission to the Advanced Standing track within the Associate of Science Degree (AS) Traditional Nursing Program at CLC, which prepares students for the National Council Licensure Examination to become licensed Registered Nurses (NCLEX-RN) in Minnesota.

College-wide policies and procedures outlined in the CLC student catalog are applicable to all students. Additional policies and procedures specific to the Practical Nursing (PN) Program are outlined in this handbook and supplement those in the college-wide catalog. All current and future nursing students are expected to adhere to the policies and procedures of this handbook as well as all policies of clinical agencies where the student is placed. The PN Handbook is not intended to serve as a contract. The PN program reserves the right to update the policies and procedures in the student handbook as needed; therefore, the contents of the handbook are subject to change. Students should see the Dean of Nursing or course instructors for any questions about policies and procedures presented in the student's handbook.

Disclaimer: Every effort has been made to ensure the accuracy of the material contained within this handbook as of the date listed on the cover page. However, all policies, procedures, clinical information/documentation, program information, and fees are subject to changes at any time by appropriate action of the faculty, the college administration, the Dean of Nursing, the Minnesota State Colleges and Universities Board of Trustees, the Minnesota Board of Nursing, or the Minnesota Legislature without prior notification. This handbook's provisions do not constitute a contract between the student, the college, or the Nursing Program. The information in this handbook is for use as an academic tool and is subject to change at any time. The nursing handbook may undergo changes following a student's admission and progression in the core nursing program. Students will be responsible for and hold changes in the nursing handbook. Core nursing students will be notified of handbook changes verbally and via email.

<center>**Accreditation/Approval**</center>

The Central Lakes College Practical Nursing program is accredited by the Commission for Nursing Education Accreditation (CNEA). In addition, Central Lakes College is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. The Practical Nursing program is also approved by the Minnesota Board of Nursing. Graduates of the Practical Nursing program obtain a diploma in Practical Nursing and are eligible to take the National Council Licensure Examination (NCLEX) as a practical nurse (PN).

<center>**General Program Information**</center>

The Practical Nursing (PN) Program was established in 1958 to provide an educational nursing program to meet the needs of entry-level nursing for the central Minnesota region. The PN Program is academically rigorous and requires much time and personal commitment. Students entering the nursing profession are encouraged to assess and build psychosocial, physical, emotional, and financial resources to succeed in a rigorous program.   CLC provides resources to assist students in navigating these demands. Student course requirements include classroom theory and lab experiences on campus and clinical experiences off-campus in various health-care settings including hospitals, clinics, and long-term care facilities in the region.

- **1-year option Fall start (Staples campus - 9 months)**

The PN program begins each fall, and students complete the program in May of the following year. The program includes 37 credits, culminating in a diploma in Practical Nursing. After meeting admission requirements, students may

choose to complete the program in 12 months, taking courses during summer, fall and spring semesters, or alternatively completing the program in 9 months, completing all credits in fall and spring semester. Clinical experiences are arranged in a variety of health-care settings in the region. Due to the intensive nature of the nine-month program, students are encouraged to limit work hours to no more than 20 hours per week. Because many students have employment or caregiving responsibilities, we encourage those in such situations to connect with an advisor for planning support.

Central Lakes College's Mission and Vision Statement

Mission:
We Build Futures

At Central Lakes College, we-
•provide life-long learning opportunities in Liberal Arts, Technical Education, and Customized Training programs;
•create opportunities for cultural enrichment, civic responsibility, and community engagement; and
•nurture the development and success of a diverse student body through a respectful and supportive environment.

Values:
Excellence, Innovation, Inclusion, Community

Vision Statement:
Central Lakes College inspires learning, advances innovation, and transforms lives.

Central Lakes College Nursing Program Vision, Mission, and Philosophy

Vision: Promote lifelong learning by providing a geographical and economically accessible nursing program for students that will meet the community's need for caring, competent, entry-level practical and professional nurses.

Mission: To build futures by educating students who have the potential for self-development to become practical and professional nurses that will administer safe, client-centered, and holistic nursing care in a variety of healthcare settings.

Central Lakes College's Nursing Philosophy Statement
The Central Lakes College Nursing Programs believe that Nursing is grounded in the biological, psychological, sociological, and spiritual sciences. Nursing is devoted to promoting, maintaining, and restoring the health of individuals, families, and communities (clients) as well as promoting a peaceful, dignified death. Nurses care for diverse clients across the lifespan in a variety of inpatient and community-based settings by providing culturally responsive, equitable, and individualized patient and /relationship centered care and by participating as a member of the health care team.

Nurses recognize that teamwork and inter-professional collaboration among health care professionals is critical to delivering safe, quality patient care. Ongoing quality improvement activities are performed in concert with other members of the health care team. Implementing established evidence-based care, skills in informatics, and patient care technology is essential to the delivery of quality, safe, patient-centered care.

Professional values guide interactions with clients and the health care team. Nurses demonstrate professional behaviors by exhibiting accountability for their actions, meeting the health care needs of clients, and assuming legal responsibility for the care they provide. Nurses demonstrate professional identity by upholding their commitment to the public and by adhering to an established code of ethics.

Practical Nursing Role

The Practical Nurse's major roles include providing nursing care and participating as a member of the profession. As providers of care, Licensed Practical Nurses (LPNs) contribute to the promotion of wellness, use nursing judgment in the identification of current and emerging patient problems, and function as advocates for individual clients. In addition, LPNs manage individual client care through established protocols and evidence-based care, incorporating the nursing process and caring as essential tools. LPNs work within an established plan of care to assign other LPNs and assign and monitor unlicensed assistive personnel tasks/activities to provide safe, quality client care. LPNs provide health care information and reinforce education provided by other members of the health care team to achieve positive clinical outcomes.

The nursing program believes that students that graduate from these programs must be ready to practice in a complex and changing clinical environment. To assure that students are ready for their role as a nurse, the program measures four student learning outcomes with identified competencies and clinical experiences by which the student must successfully complete to demonstrate proficiency in their role as a graduate of the CLC nursing program. The student learns by completing the NLN apprenticeships which include the "knowledge apprenticeship" which incorporates the knowledge behind nursing practice; the "practice-know-how apprenticeship" to provide safe, quality care; and the "ethical comportment apprenticeship." The student is given the opportunity to reflect on the importance of patient/relationship centered care, teamwork and collaboration, managing care of the individual patient, quality improvement, safety, informatics/technology, professional identify/behaviors, and nursing judgment/evidence-based care within their individual practice as a future nurse.

PN Program Student Learning Outcomes

The Program Student Learning Outcomes reflect the four program outcomes of the NLN Education Competencies Model and include outcomes that promote Human Flourishing and the development of Nursing Judgment, Professional Identity, and a Spirit of Inquiry:

Client Centered Care (NLN Human Flourishing)
> The Practical Nursing graduate utilizes therapeutic communication skills when providing care through focus assessments, founded on basic holistic needs of individual clients across the lifespan.

Nursing Judgement
> The Practical Nursing graduate applies the nursing process and evidence-based decision making when working within an established plan of care by implementing interventions, reporting changes, and promoting safety and health of individual clients across the lifespan.

Professional Identity
> The Practical Nursing graduate demonstrates professionalism and teamwork in an ethical and legal manner when implementing or assigning aspects of care for an individual client, under the direction of a Registered Nurse or other health care provider.

Quality Improvement (NLN Spirit of Inquiry)
> The Practical Nursing graduate contributes to continuous quality improvement by providing input into the development of policies and procedures and effectively using resources and technology to achieve optimal client outcomes.

National League for Nursing Education Competencies Model

The NLN Educational Competencies model is comprised of the following components:

Core Values

Seven core values are foundational for all nursing practice and are shown at the "root" of the model to indicate that all types of nursing programs must be grounded in each of these fundamental values. These core values include:
- *Caring* – the promotion of health, healing, and hope in response to the human condition.
- *Diversity* – the recognition of differences between persons, socioeconomic status, gender identity, sexual orientation, age, disability, religion, language, and cultural background to explicitly recognize these as valued facets of diversity.
- *Ethics* – acting in accordance with what is right by the application of an inclusive, holistic, and systematic process for identifying and synthesizing moral issues in healthcare and nursing practice, and for acting as moral agents in caring for clients and organizations.
- *Excellence* – the creation and implementation of "transformative strategies with daring ingenuity" (NLN, 2007).
- *Holism* – consideration of the patient as the combined effect of unique and complex attributes, values, and behaviors influenced by that person's lived experience when planning, implementing, and managing care for patients.
- *Integrity* – continually striving to do the right thing at the right time for the right reasons by recognizing the human dignity of all individuals, including patients and peers, and accepting accountability for actions, being committed to the improvement of patient care, and advocating for patients.
- *Patient-Centeredness* – the recognition that patients and their families are autonomous beings with needs and desires that deserve respect, demonstrated by the inclusion of patients and families in decisions about their care.

Integrating Concepts
Nursing students must master varied areas of knowledge and science, be prepared to function in complex environments while maintaining the highest standards of quality and safety, be able to build relationships with others and work comfortably in teams, and to respond to those in need. This philosophy of nursing education is illustrated by the six integrating concepts of the model, which are depicted as bands around the program types that arise from the core values. The various strands all touch one another and feature an enveloping feedback mechanism, reflective of the idea that students move through all these realms of nursing not in isolation but within a whole as nursing education is advanced to nursing practice.

The six integrating concepts include:
- *Context and Environment* – the conditions or social systems within which the organization's members act to achieve specific goals, including organizational structure, leaderships styles, patient characteristics, safety climate, ethical climate, teamwork, quality improvement, and effectiveness.
- *Knowledge and Science* – the understanding and integration of knowledge from the biological and social sciences and the arts and humanities as well as the development of and drawing on the body of knowledge about the practice of nursing to design and implement evidence-based plans of patient-centered care.
- *Personal/Professional Development* – the lifelong process of learning, refining, and assimilating behaviors and values that (a) are consistent with Nursing's history, goals, and Codes of Ethics; (b) serve to differentiate the practice of nurses from that of other healthcare providers; and (c) give nurses the resolve needed to continually improve the care of patients and ensure the profession's ongoing sustainability.
- *Quality and Safety* – the degree to which individuals, units, and systems that provide healthcare are consistent with current professional knowledge; minimize the risk of harm to individuals, populations, and providers; and increase the likelihood of desired health outcomes.
- *Relationship-Centered Care* – the integration and demonstration of respect for the dignity and uniqueness of others (including patients, families, communities, and members of the healthcare team) valuing diversity, integrity, humility, mutual trust, autonomy, empathy, civility, and empowerment.
- *Teamwork* – the ability to function effectively within nursing and interdisciplinary teams, cultivating and promoting open communication, mutual respect, and shared decision-making to achieve quality patient care**.**

Nursing Faculty

	Office	*Phone Number*	*Email*
Dean of Nursing and Staples Campus			
Sheila Hoehn, MAN, RN, PMGT-BC, LNC	C217 (Brainerd) B219 (Staples)	218-894-5172	Sheila.Hoehn@clcmn.edu
Practical Nursing Faculty			
Sarah Jennissen, MSN, RN	B212A	218-894-5308	Sarah.Jennissen@clcmn.edu
Karina Kobliska, RN, BSN	B212B	218-894-5310	Karina.Kobliska@clcmn.edu
Nursing Lab Coordinator			
Terri Melin, LPN Brainerd & Staples	W267 (Brainerd) B251 (Staples)	218-855-8133	Terri.melin@clcmn.edu

In addition to the Central Lakes College admission requirements, applicants must complete the application procedures and the requirements after acceptance outlined below to be eligible to begin the Practical Nursing Program. Admission to the Practical Nursing Program is on a first-come, first served basis, based on the date of completed application. Encouragement is given to applicants to contact the Admissions Office early in the process for assistance in meeting application requirements. Support is available to ensure all students have equal access to this opportunity. The priority deadline for the processing of applications is May 1st for the start of the fall semester. If a student does not meet the minimum requirements outlined below, or is missing any of the required application materials, the application will be considered incomplete, and the student will not be considered for admission to the Practical Nursing Program.

Admission Requirements:

- Health Care Provider or Professional Rescuer CPR Certificate
- NSGA 1110 Nursing Assistant Course, OR 75-hour Minnesota Department of Health Nursing Assistant, OR active on the MN Registry of Nursing Assistants
- This program has a special application process that includes completion of a CLC application and the College Entrance Test (CET). A practical nursing application must be completed along with a nursing entrance test. Please contact the admissions department for information or to apply to the program.
- Any person who has direct contact with patients and residents at health care facilities licensed by the Minnesota Department of Health must have completed a criminal background study. The study results are to be on file in the Department of Nursing before students begin their clinical experiences. A criminal background study is required to participate in clinical placements, as mandated by the Minnesota Department of Health guidelines. Students with concerns or potential issues are encouraged to contact the Nursing Department early in the application process to explore eligibility and discuss next steps.
- Immunization documentation is required.

Application Requirements:

- Official letter of acceptance to Central Lakes College
- Completed application form for admission to Practical Nursing Program
- Completed Health Science Reasoning Test (HRST-AD) is required to assess readiness for admission to the program. **Students should contact the Nursing Admissions Advisor prior to taking a readiness exam.** Students must score 65% or higher on the HSRT for admission.
- **Age Requirement Students must be at least 18 years old by their first clinical shift, typically occurring in the second semester.** This requirement is set by the clinical agency policy to ensure safety and legal compliance.

Prerequisites to the PN Program:

- **NSGA** 1110 (Nursing Assistant)
  Or
  Proof of successful completion of CLC's NSGA 1110 Nursing Assistant course OR another MN Department of Health approved nursing assistant course, taken within the last five years. If no proof of course, but you can provide proof that you are currently on the State of Minnesota Nursing Assistant Registry, the class requirement can be waived
- **Health Science Reasoning Test (HSRT-AD)**, this test is required by all applicants to the Practical Nursing, Traditional RN, and Advanced Standing (LPN to RN) programs. The exam measures critical thinking and quantitative reasoning skills necessary to meet study requirements and achieve success in the health science degree programs. Areas of assessment include reasoning skills, analysis, inference, evaluation, induction, deduction, and numeracy. Practical Nursing students must receive an overall score of 65% or higher. Scores expire one year after the test date, and scores must be valid at the time of the application deadline. You may take the HSRT-AD up to two times per application cycle. If testing for the second time, you must wait two weeks (14 calendar days) between attempts. This exam **MUST BE TAKEN AT CENTRAL LAKES COLLEGE- BRAINERD CAMPUS**. Scores submitted from other testing locations cannot be used for admission purposes. Remote

options are not offered. The test allows 50 minutes to answer 35 scenario-based questions. Calculators are prohibited. Additional information is available at https://www.clcmn.edu/health-sciences-reasoning-test-hsrt/ **Students should contact the Nursing Admissions Advisor <u>prior</u> to taking a readiness exam.** Applicants are encouraged to utilize available academic support services to prepare for required admission exams. The program is committed to supporting diverse learners in meeting admission criteria.

The following courses may be taken prior to application/admission to the PN program or as co-requisites with fall semester PN courses:
- **BIOL** 1404 (Human Biology I)
  OR
  BIOL 2467 <u>and</u> 2468 (Anatomy and Physiology I & II)
- **PNUR** 1130 Life Span **OR PSYC** 2431 Human Development
- **PNUR** 1140 Medication Administration for Healthcare Professionals
- **PNUR** 1134 Pharmacology
- **ENGL** 1410 (Composition I) *may be taken in first or second semester in the PN Program

Students must earn a minimum grade of a "C" or better in all required pre-requisite general education courses to be considered for admission to the program.

Courses taken at educational institutions other than Central Lakes College will be evaluated by Admissions and/or the Nursing Department to determine whether the courses are equivalent to required prerequisite or corequisite courses and may be transferred. CLC core nursing (PNUR) courses are not accepted for transfer from other institutions. Applicants who are qualified but are not accepted for admission to the Practical Nursing Program are placed on a waiting list in the order completed applications were received. If spaces become available, applicants from the waiting list will be granted admission.

After Application:
Applicants will be notified of their admission status after their application materials have been received. Applicants who have met all criteria for admission to the nursing program must indicate acceptance by returning the signed acceptance form.

After Acceptance:

Orientation Session
 Upon acceptance into the program, students will be told the time and date of a mandatory orientation session. A student who fails to attend the orientation session forfeits their place and the next individual on the waiting list will be granted admission to the Practical Nursing Program. Attendance at the orientation session may be waived with prior permission from the Dean of Nursing for the following extenuating circumstances only:

- Student injury, illness, or hospitalization – doctor's statement required
- Family member*– hospitalization– doctor's statement required
- A death in the family** – documentation required
- Court ordered appearance – documentation required
- Military service – call to active duty – documentation required
- Religious observation – documentation required
- Student enrolled in a course that conflicts with orientation date and time
- Study abroad – documentation required
- Team member of a CLC sponsored sporting event

NOTE: Documentation for above excused absences must reflect date of absence. Other unusual extenuating circumstances will be reviewed by the Dean of Nursing. Students who do not attend orientation due to an excused absence must meet with the DON prior to the start of the semester to review missed information.

*In the case of injury or illness, a family member is defined as the spouse, minor or dependent children/stepchildren/foster children (including wards and children for whom the student is legal guardian), or parent/stepparent living in the same household as the student

**In the case of death, a family member is defined as the spouse or domestic partner, the parents and grandparents of the spouse, the parent/stepparents, grandparents, guardian, children, grandchildren, brothers, sisters, wards, or stepchildren of the student.

Clinical Requirements

An essential component of the Practical Nursing Program is student participation in clinical experiences where they care for patients and residents at health care facilities. Central Lakes College contracts with the local health care facilities to provide these experiences. To participate in clinical experiences, health care facilities require the following from students admitted to the CLC Practical Nursing Program:

Criminal Background Study

Any person who has direct contact with patients and residents at health care facilities licensed by the Minnesota Department of Health (DHS) must have completed a criminal background study. Results of the study must be on file in the Department of Nursing before students begin their clinical experiences. **Any student whose background study does not meet the eligibility criteria for clinical participation will be unable to participate in clinical experiences, thereby rendering the individual ineligible to progress in the Practical Nursing Program and qualify for a diploma in Practical Nursing.**

Criminal background studies are performed upon admission to the program and monitored throughout. The study is paid for by the student and requires the student to obtain fingerprinting completed within 14 days (about 2 weeks) of initiating the study at an additional cost. If the student fails to complete the fingerprinting portion of the background study within 14 days (about 2 weeks), the student will be responsible for the cost of initiating another background study plus the cost of fingerprinting. If this is not completed prior to attending clinical, students will be ineligible to participate in the clinical rotation and therefore unable to complete the course and program. Students should direct questions and appeals regarding the status of their background study to the Minnesota Department of Human Services, Licensing Division, 444 Lafayette Blvd., St. Paul, MN 55155-3842. Phone: (651) 296-3971. Web address: http://mn.gov/dhs/

Other Clinical Background Requirements

Clinical sites can require further background information prior to attending clinical at that facility. In this event, students will be made aware of these sites prior to registration and additional costs will be the student's responsibility, not Central Lakes College.

Immunization Records

Copies of immunization records are required for each nursing student. These records must be kept up to date throughout the nursing program. It is the students' responsibility to keep required documentation up-to-date and to provide documentation of status as directed by the Nursing Lab Coordinator and Dean of Nursing. **If a student does not provide evidence of the required immunizations by established deadlines, the student will not be allowed to attend clinical.**

The following is a list of the immunizations that are currently required by clinical partners:
- Varicella – record of 2 immunizations or a titer showing immunity
- MMR – record of 2 immunizations or a titer showing immunity
- Tdap – one within the last 10 years

- Hepatitis B – Series of 3 immunizations or a titer showing immunity
- Influenza – required every October-March
- Tuberculosis – Either a 2-step Mantoux, annual Mantoux, t-spot, or QuantiFERON Gold – guidelines exist for timing of this one close to clinical start date (see orientation packet)

Conscientious Objectors to Immunizations
- If a student is a conscientious objector to immunizations, they will be unable to meet the requirements of the college's healthcare partners and clinical sites. While clinical agency requirements take precedence, CLC respects all student perspectives and encourages proactive dialogue. CLC respects students' diverse backgrounds and beliefs, students are encouraged to consult early with program leadership regarding any immunization concerns and to explore potential options, understanding that clinical site policies may limit flexibility.
- Of note, if a student is a conscientious objector to immunizations, some clinical partners may offer limited exemptions to certain vaccine requirements (i.e., influenza). Where permitted, students may apply for an exemption and if approved, must comply with all related clinical site conditions. Due to clinical partner policies, not all requests may be granted, and alternative placements cannot be guaranteed.
- Students may apply for an exemption to the influenza vaccination only if this option is allowed by a clinical site. While clinical agency requirements take precedence, CLC respects all student perspectives and encourages proactive dialogue.
- Any student that is unable to fulfill the immunization requirements set forth by the clinical facility will not be permitted to participate in clinical experiences, thereby rendering the student ineligible to progress in the nursing program.

Students are instructed to keep original immunization documents and supply CLC with copies. If a student requests a file copy from the student file, they will need to complete an Immunization Copy Voucher Form and pay the required fee at the business office. Any questions concerning immunization requirements should be directed to the, Nursing Lab Coordinator at 218-855-8133 or email terri.melin@clcmn.edu

Physical and Mental Requirements
Students participating in clinical experiences must meet the physical, cognitive, and psychological requirements of the clinical facility to independently provide safe and competent care for ill and vulnerable patients and meet the psychomotor and cognitive objectives of the clinical course (See Appendix A). If a student has physical or mental limitations that prevent them from independently performing the psychomotor and/or cognitive skills required, the student will be unable to progress in the program until the limitations have been resolved. Reasonable accommodations to meet the Minnesota State performance standards may be available for otherwise program-qualified individuals with disabilities.

Central Lakes College is committed to a policy of nondiscrimination in employment and education opportunity and works to provide reasonable accommodation for all persons with disabilities. An affirmative action, equal opportunity employer, and educator. Students may contact Accessibility Services, accessibilityservices@clcmn.edu or 218-855-8175 to request disability related accommodation to make these events accessible. Consumers with hearing or speech disabilities may contact the college via their preferred Telecommunications Relay Service (see Appendix D for nursing program requirements and the Disabilities Accommodations policy in CLC catalog).

CPR Certification
Evidence of current CPR (also known as BLS or Basic Life Support) certification is required. The American Heart Association's "BLS Provider" or the American Red Cross' "Healthcare Provider, Professional Rescuer" meet CPR certification requirements. **The student is responsible for providing a copy of their current CPR certification as directed**

by the Nursing Lab Coordinator and for keeping their certification current throughout the program. If CPR certification is not current, the student will not be allowed to attend clinical until they provide evidence of current CPR certification.

Liability Insurance

Nursing liability insurance is required. The cost of this insurance is covered by a course fee. Additional health insurance is recommended for nursing students. This cost is not covered by Central Lakes College nor student fees. Information is available through the National Student Nurses Association. Their web address is: https://www.nsna.org/

Drug Testing

Drug/Alcohol Policy

The unlawful possession, use, distribution, or sale of alcohol or drugs is prohibited on college property, including off-campus and clinical sites. No student will be allowed to come to class, lab, or clinical under the influence of alcohol, marijuana, controlled substances, or other drugs that may affect performance and compromise patient or student safety. All applicants who have accepted admission to the Practical Nursing program are subject to drug testing when a reasonable suspicion exists that a student is under the influence of illegal drugs or alcohol or has violated the CLC policy concerning illegal drug or alcohol use. If it is suspected that a student is under the influence, the student will be dismissed from the classroom or clinical setting, and drug testing may be initiated at the student's expense according to policy (see Appendix B). Drug testing may be required by clinical agencies. **Nurses have an ethical responsibility to protect patient's safety while supporting colleagues who may be experiencing impairments. The program follows a confidential, fair, and supportive process in addressing concerns.**

CLC Tobacco/Electric Cigarette Use Policy 5.8

Central Lakes College has adopted a tobacco-free and electronic cigarette-free (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, tobacco-like products, and other tobacco or non-prescribed nicotine products) policy that prohibits the use of all tobacco and electronic cigarette-free products within college buildings and state-owned and leased vehicles. In compliance with the Minnesota Statute for public buildings and state-owned vehicles, "All smoking is prohibited in the facilities and in college vehicles." All classrooms, offices, labs, hallways, entrances, restrooms, libraries, theaters, and college vehicles are tobacco-free and electronic cigarette-free areas. Smoking and the use of tobacco and electronic cigarette-free products is permitted only in designated areas on campus grounds. Outside locations where tobacco use is permitted are indicated on maps posted throughout the college facilities. Reference Minnesota State Statute-16B.24 General authority, Subd.9. **Smoking and the use of tobacco and electronic cigarette-free products is prohibited at clinical sites.**

Clinical Course Registration

 All clinical sites require the college to provide specific demographic, immunization, and schedule information for individual students several weeks prior to attendance to ensure student access to clinical site electronic documentation systems.

Authorization for the Release of Student Information

Students must sign an authorization for the release of student information to clinical agencies and sign a form indicating they have received, read, and understand the student handbook's contents. Clinical agencies may request the students' full legal name, date of birth, school email address, background study, social security numbers, and/or fingerprints of students who will participate in clinical experiences at their facility be provided to them. Clinical agencies may review this information and assess whether students will be permitted to participate in a clinical placement at their facility. If a student is not permitted to participate, CLC does not guarantee an alternative clinical placement. If no alternative clinical placement is available, the student cannot complete the program's clinical requirements and is therefore not eligible to progress in the CLC Practical Nursing program. MinnState Data Practice Advisory and Informed Consent requires signature and submission for permanent student files. See form in Appendix H.

Student Records

CLC ensures confidentiality and compliance in managing student records, adhering to state, federal, and industry standards. Students, faculty, and the public may access CLC's Student Data Practices Policy and Procedures and Student Data Integrity and FERPA Policies and Procedures on CLC's website under "About CLC" > "Important Resources" > "College Policies." All staff and faculty undergo annual data privacy training to uphold these standards. Nursing student records are retained on a secure on-line clinical compliance portal (Clinician Nexus) or stored in the Nursing Department with double-locked and controlled access granted to personnel with legitimate purposes. Nursing-specific records comply with MN Board of Nursing recommendations and are securely maintained for five years.

Course Requirements

Each student is responsible for the successful completion of all course requirements listed below. Practical Nursing courses must be successfully completed **in sequence** to be eligible to graduate and write the National Council Licensing Examination for Practical Nurses (NCLEX-PN). Students cannot be enrolled in any courses at the time of taking the NCLEX-PN.

Academic Plan

Semester One – Summer Session (9 credits)
BIOL 1404   Human Biology (Goal 3) **OR.................**4 cr
BIOL 2467* Anatomy & Physiology I (Goal 3) **AND** 4 cr
BIOL 2468* Anatomy & Physiology II (Goal 3) ....4 cr
ENGL 1410   Composition I (Goal 1) **OR**
ENGL 1420   Honors Composition I (Goal 1) ....4 cr
PNUR 1130 **Life Span ....1 cr
PNUR 1140   Medication Calculations for
                        Healthcare Professionals .... 1 cr
Semester Two (13 credits)
PNUR 1134* Pharmacology ....1 cr
PNUR 1160* Practical Nursing Skills Lab ....4 cr
PNUR 1168* Psychosocial Nursing ....3 cr
PNUR 1265* Medical Surgical Nursing I................. 5 cr
Semester Three (14 credits)
PNUR 1150* Clinical Lab...5 cr
PNUR 1175* Maternal Child Health........................3 cr
PNUR 1270* Medical Surgical Nursing II................ 6 cr
Denotes Prerequisites
**Students may substitute PSYC 2431 for PNUR 1130.*

Practical Nursing Course Descriptions

COURSE: PNUR 1130
TITLE: Life Span
CREDITS: 1 (online)
PREREQUISITE: none
DESCRIPTION: This course covers theories of human development and the progressive stages of physical, emotional, intellectual, and social development during the life span.

COURSE: PNUR 1140
TITLE: Medication Calculations for Healthcare Professional

CREDITS: 1
PREREQUISITE: none
DESCRIPTION: This course is to introduce students to medical dosage calculations and the terminology associated with medication orders. Theory, skill, and terminology related to calculating medication dosages will be the focus of this course. The students will learn how to perform conversions between measurement systems. Students will review basic mathematical concepts related to medication administration.

COURSE: PNUR 1134
TITLE: Pharmacology
CREDITS: 1
PREREQUISITE: none
DESCRIPTION: This course develops student awareness of basic pharmacological concepts. It covers drug laws, standards, and safe medication administration. Students learn about the actions of medications in the body; i.e., absorption, biotransformation, metabolism, and excretion. The various classifications of medications are discussed along with how to use medication references.

COURSE: PNUR 1150
TITLE: Clinical
CREDITS: 5
PREREQUISITE: PNUR 1160, PNUR 1134, PNUR 1140, PNUR 1168 and PNUR 1265
DESCRIPTION: In this clinical course, students will expand upon the knowledge, skills, and attitudes necessary to assist individuals experiencing common health care problems. Students will demonstrate skill in problem solving using the nursing process as they provide care for a variety of clients throughout the life span and in different stages of the health/illness continuum appropriate to the role of the practical nurse. Observational experiences are provided in selected areas to enrich the clinical experience. Students will work full shifts that may include day and/or evening hours.

COURSE: PNUR 1160
TITLE: Practical Nursing Skills Lab
CREDITS: 4
PREREQUISITE: admission to the PN program
DESCRIPTION: This course covers nursing procedures. Concepts and rationales for clean/sterile techniques are explored along with instruction in procedures such as dressing changes, catheterization, suctioning, IV therapy, oxygen therapy, etc. Administration of oral and parenteral medications will also be taught. Documentation of these as well as other types of patient data will be covered, all within the context of the nursing process. The student will also demonstrate nursing care with simulated clinical scenarios in the laboratory environment.

COURSE: PNUR 1168
TITLE: Psychosocial Nursing
CREDITS: 3
PREREQUISITE: admission to the PN program
DESCRIPTION: This course presents general principles of communication in the health care setting. The course will build on the student's basic skills and assist in developing skills in the care of emotional/mental illness, substance abuse, and social problems emphasizing nursing interventions in all health care settings.

COURSE: PNUR 1175
TITLE: Maternal Child Health
CREDITS: 3
PREREQUISITE: PNUR 1160, PNUR 1168, PNUR 1134, PNUR 1140 and PNUR 1265
DESCRIPTION: This course describes signs of pregnancy, prenatal care, labor and delivery, and postpartum care and complications. Fundamental nursing care of the neonate will be presented. The pediatric portion of the course describes

the child's experience of hospitalization and health care adaptations for child and family. Care of the child with pediatric disease conditions will be presented.

COURSE: PNUR 1265
TITLE: Medical-Surgical Nursing I
CREDITS: 5
PREREQUISITE: admission to the PN program
DESCRIPTION: In this course a framework for nursing practice is explored. This framework, titled the nursing process, provides a systematic problem-solving method for nurses enabling them to identify and meet patient needs. Complex nursing procedures are discussed within this framework, as well as selected diseases of the various body systems. The role of nutrition in prevention of disease and its application in treatment of disease is included. Students will explore the care of older adults along with patients with chronic illnesses.

COURSE: PNUR 1270
TITLE: Medical-Surgical Nursing II
CREDITS: 6
PREREQUISITE: PNUR 1160, PNUR 1168, PNUR 1134, PNUR 1140 and PNUR 1265
DESCRIPTION: This course continued where Medical-Surgical Nursing I finished. In this course, selected diseases of the remaining body systems are discussed in the nursing process. The role of nutrition in prevention of disease and its application in treatment of disease is included.

Grading

The academic grading system in PNUR courses is as follows:

93 – 100%	A	73 – 76.9%	C
90 – 92.9%	A-	70 – 72.9%	C-
87 – 89.9%	B+	67 – 69.9%	D+
83 – 86.9%	B	63 – 66.9%	D
80 – 82.9%	B-	60 – 62.9%	D-
77 – 79.9%	C+	Below 59.9%	F

The letter grade is computed from cumulative points at the end of each semester.

Academic Progression/Graduation Requirements

- Each student must earn a minimum grade of a "B-" (80.0%) in each practical nursing course (PNUR) to progress in the Practical Nursing Program sequence. There is no rounding up of the grade, 79.9% is not 80%, in any of the PNUR courses.

- Each student is expected to track their academic progress throughout each semester. Academic advising is available. The nursing faculty will work with students and/or provide referrals. Students have the right to appeal a grade via the CLC grade appeals policy. See CLC student catalog for grade appeal procedures. Grade appeal paperwork may be obtained from your instructor, the Dean of Nursing, or the Dean of the Staples campus.

- Each PNUR theory (didactic) course in the Practical Nursing program (PNUR 1265, 1168, 1270, and 1175) includes unit exams, midterm exams, and final exams. Students must achieve a cumulative exam average of 75% or higher in each theory (didactic) course. If a student achieves less than a 75% cumulative exam average

but has a final course grade of 80% or higher, the final grade for the course will be recorded as 79.9% or a "C+", and the student will be ineligible to progress.

✦ If a student elects to withdraw from a practical nursing (PNUR) course, and the student's grade prior to the withdrawal is below a "B-", a "W" (withdraw) is considered equivalent to course failure. If a student has withdrawn from course(s) and is eligible for re-entry, the student must follow the procedures for Failed/Withdrawn Courses as outlined below.

✦ Students may repeat a maximum of two PNUR courses throughout the practical nursing program. A third PNUR course failure or failure to achieve 80% in the same PNUR course(s) a second time will result in academic dismissal from the nursing program.

✦ Students may repeat courses in only one semester of the Practical Nursing Program. For example, if a student has repeated Fall Semester coursework, they must pass all Spring Semester courses on the first attempt to complete the PN program.

✦ If a student is unsuccessful (less than 80%) in one or more Practical Nursing courses in Fall Semester, they may return the following academic year to repeat the course(s).

✦ A student who has been academically dismissed will be allowed a second attempt to enroll in the PN program but must wait a minimum of one year to re-apply. After two attempts to complete the Practical Nursing Program without success, the student is ineligible for readmission to the PN Program at CLC and is encouraged to meet with the Nursing Advisor to explore academic planning resources.

✦ If a student has been unsuccessful in a PNUR course(s), the student will receive an email from the course instructor. The student will also receive notification from the Dean of Nursing informing the student of their options related to progression and other relevant information/forms related to re-admission.

✦ The student is responsible for dropping registered courses. If a student ineligible to progress does not drop their courses as instructed, the Nursing Advisor will end their admission to the nursing program and Records and Registration will drop them from all PNUR courses.

✦ Students are apprised of progress at clinical evaluation conferences and by posted cumulative theory points after examinations. Grades are posted on-line on Desire2Learn (D2L).

✦ A Student Success Plan will be developed for students with a PNUR course grade below the minimum passing standard of 80%, a cumulative exam average of less than 75% in a PNUR theory course, or any other concerns that may impact student success early in the semester. Students will be notified of the initiation of a Student Success Plan by faculty. Students are encouraged to seek assistance to improve grades by utilizing the Academic Advisors, tutoring, and/or by meeting with instructors (see Student Success Plan form, Appendix C).

✦ In preparation for taking the NCLEX-PN, a comprehensive assessment examination will be administered during the last semester of classes to identify areas of weakness that must be remediated prior to taking the licensure examination. The cost of this assessment examination is covered by PNUR course tuition differential.

✦ In preparation for taking the NCLEX-PN after graduation, a comprehensive live NCLEX review is required as part of Practical Nursing Program graduation requirements and will be scheduled at the end of the semester or just after, following successful completion of all course work. The cost of this review is covered by PNUR course tuition differential.

Procedures for Repeating Failed/Withdrawn Courses

- Courses in the nursing curriculum are sequential, i.e., successful completion of first-semester nursing courses is required before a student can progress to second-semester courses, and so on. Spaces in each course each semester are "reserved" for students in a specific cohort. Therefore, **students who have failed or withdrawn from Practical Nursing course(s)** because of academic, personal, or medical reasons **may not register for Practical Nursing course(s) without permission from the Dean of Nursing.** Options for progression in the Practical Nursing Program as a result of course failure or withdrawal will be provided to the student by the Dean of Nursing after all final grades have been calculated at the end of each semester.

- Students who wish to be considered for re-entry to the nursing program to repeat failed or withdrawn courses must submit a written request to the Dean of Nursing. Requests for re-entry must be received one month preceding the application deadline. The written request should provide evidence to support re-admission, including a written plan of action (See Student Success Reflection Form in Appendix D) which identifies mechanisms that have been put in place or life circumstances that have changed to enhance the probability of success.

- Students who have failed or withdrawn from two (2) Practical Nursing courses for academic (i.e., student's grade was below 80% prior to withdrawal) reasons will be placed on probation. Students may repeat Practical Nursing courses on a space-available basis and with permission from the Dean of Nursing. Students who have failed or withdrawn from a course(s) must repeat the entire course and **re-do** all assignments in that course, rather than re-submit previous work. Alternate assignments may be given by instructors to students repeating a PNUR course. If there are more Practical Nursing students who must repeat the same course during the same semester than space available, in addition to GPA, personal reflection statements and student success plans may be submitted/reviewed to support equitable decisions when space is limited.

- If a student fails or withdraws from a third course, the student has failed to meet progression requirements and is therefore ineligible to continue and will be removed from the Practical Nursing Program and at that time becomes **ineligible for readmission to the Practical Nursing Program at CLC for a minimum of 1 year (see Procedures for Readmission below)**.

- The tuition and fee appeal process are unrelated to eligibility for readmission to the Practical Nursing Program. Courses dropped through the tuition and fees appeal process are considered attempted credits to determine progression.

Procedures for Readmission

- A student who has been academically dismissed will be allowed a second attempt to enroll in the Practical Nursing program but must wait a minimum of one year to re-apply. After two attempts to complete the Practical Nursing Program without success, the student is ineligible for subsequent readmission to the PN program at CLC.

- Eligible students who have withdrawn/stopped out of the Practical Nursing Program may opt to apply for readmission one (1) time within two (2) years of their last semester attended and begin the program again with a new cohort of students on a space-available basis.

- Continuing evaluation of the Practical Nursing Program curriculum results in yearly revision, and classes and/or clinical courses are updated to include current content or material or be re-sequenced. Therefore, courses that have been taken more than two years from the re-entering semester are not considered valid for program completion and must be re-taken.

Readmission after Ineligibility

- If the student desires readmission to the Practical Nursing Program, they must wait at least 1 year after stopping out and submit written documentation to the Dean of Nursing, which provides evidence to support readmission. The documentation should include a plan of action that identifies mechanisms that have been put in place or life circumstances that have changed to enhance the probability of success in the Practical Nursing Program. This written plan of action must be received with the application form. If a student is readmitted to the Practical Nursing Program, they must meet in person with the Dean of Nursing to discuss a plan and develop a contract for success (See Success Reflection Form in Appendix D). The Dean of Nursing reserves the right to accept or deny the student's request after review of the student's original reason for ineligibility and the student's current plan for success on readmission. Continuing evaluation of the Practical Nursing Program curriculum results in yearly revision, and classes and/or clinical courses are updated to include current content or material or be re-sequenced. Therefore, **all** PNUR courses must be re-taken upon readmission.

- Students seeking readmission must complete a new application. Applications for readmission will be placed with the pool of new applicants, and the student will be admitted in the order the application was received. If all Practical Nursing Program cohorts are full for the academic year and there is no space available, the student(s) applying for readmission will be placed on the waiting list in the order received. If a space does not become available in any of the CLC Practical Nursing Programs, the student will be accepted in a cohort the following year.

- The student will be notified in writing of readmission status.

- In order to ensure that a student who has been out of the Practical Nursing Program for a period of time has the requisite skill and knowledge to safely and completely care for patients, remediation may be required as a condition of readmission at the discretion of nursing faculty and the Dean of Nursing.

Classroom Etiquette

- It is against the policy to audio or video tape an instructor in the classroom, lab, or office areas; unless permission to tape has been asked for and received. Students may not take pictures in the classroom, lab or clinical, unless permission has been granted by faculty for extenuating circumstances.

- Due to safety and learning environment considerations, children are not permitted in class. Students experiencing childcare challenges are encouraged to contact Student Services for resources to campus or community-based childcare.

- For infection control purposes, students may not wear their uniform in any classroom setting if that uniform was previously worn in a clinical setting (work or school).

- **Course materials are the intellectual property of the instructors. Materials are for the sole purpose of students enrolled in the course to achieve course outcomes. Sharing and posting of course material is prohibited.**

Central Lakes College Nursing Exam Procedure

Computer Requirements:

- Students are required to bring a functioning laptop or iPad tablet to class each day (a chrome book may not be used as it is incompatible with the testing platforms). If students do not have access to a compatible device, they are encouraged to contact the Technology Help Desk or Library for device loan options and support.

- Students are responsible for ensuring their laptop/tablet has an up-to-date operating system, is compatible with D2L Brightspace, is connected to the CLC secure WIFI (Edu roam), Respondus Lockdown Browser and other required applications are installed, and is ready for computerized testing.
- Students should ensure the computer is on enough before the scheduled test time to ensure updates are installed before the test.
- Tablets and laptops should have sufficient battery power for the duration of class (classroom desks are equipped with outlets; students may bring computer/iPad chargers to class to ensure sufficient power).
- Students should contact the Technology Help Desk to ensure their computer or iPad tablet meets technology requirements and is ready for computerized testing prior to the first exam date (**Hours:** Monday-Friday 8:00 a.m. – 4:30 p.m. Phone: (218) 855-8200 or (800) 933-0346 ext. 8200 Email: helpdesk@clcmn.edu. After Hours call 1-844-456-3876 or visit [Student Technology Help web site](#)).
- Students may NOT take quizzes/exams on a mobile phone, borrow a device from another student, use a faculty computer (unless permission is given), or use a computer in another classroom.
- All tests/exams will have the option of utilizing college computers in the computer lab, the student's personal device, or the option of a paper /written testing. Testing options will be determined and offered at the instructor's discretion and not communicated to the students until the exam day.
- Students utilizing Assessability Services are required to use CLC college computers for examinations.

*If a student has concerns about course requirements, they are encouraged to reach out to their instructor for support. Computers may be borrowed from the library. There are also numerous resources for students on campus that can assist students (see list of Student Services/Resources below and available on the CLC Website by selecting "Student Resources" on the homepage toolbar).

Test Proctoring Policy

The following will be enforced with every nursing exam to mimic security measures required by the National Council of State Boards of Nursing (NCSBN), Pearson Vue, and Kaplan Nursing when taking secure nursing exams:

1. All personal belongings will be placed in the front or back of the room (or place designated by the instructor). Personal items include bags, purses, wallets, books, notes, **all** electronic devices with the exception of laptop or iPad used to take exam (includes phones, smart watches, fitness bands, jump drives, cameras or any other electronic device), watches, medical aids/devices, food or drink, gum, candy and lip balm.
2. Instructors may ask students to briefly demonstrate that pockets or garments do not contain prohibited materials. These checks are conducted professionally and respectfully. Students may request a private area or same-gender faculty member if preferred/available.
3. Coats, hats, scarves, sweatshirt hoods, gloves, or headphones are prohibited during testing, but exceptions may be made by the instructor for specific religious/cultural apparel. Disposable foam ear plugs will be provided to students to reduce noise distraction.
4. Desks must be clear except for a writing utensil and scratch paper (and laptop or iPad). A simple calculator and any other testing items will be provided by the instructor as needed. Scratch paper will be distributed once the exam has begun to prevent notetaking beforehand. Students will place their name on and turn in scratch paper before exiting the room.
5. Student discussion of exam content and/or questions with anyone outside of class is prohibited. This includes posting or discussing questions on the internet or social media web sites.
6. Students may not seek help from any other student to answer any test item.
7. Students are not allowed to leave the room after starting the test. Students may exit the room for scheduled breaks. To exit the testing room for any reason other than scheduled break(s), students should raise their hand and request permission to leave the testing room should unexpected extenuating circumstances occur. No

personal items may be removed from the testing room. The exam clock will not stop while students are on an unscheduled break.

8. Instructors may require students to take the exam in an alternative location (room or seating arrangement).
9. Exam times are electronically set in D2L.
10. Students who arrive late may take the exam, but the number of minutes late will be deducted from the total exam time allotted.
11. Students are accountable for protecting exam integrity by not allowing others to view their computer screen or responses.
12. Students will be provided with an opportunity to review their completed exams after all students have finished testing, and the item analysis is completed. The exam review process will be conducted at a time and manner that safeguards exam integrity, as determined by faculty discretion.

Failure to adhere to the above Nursing Exam Proctoring Policy may result in consequences ranging from a zero on an exam to program dismissal.

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Academic Integrity Policy

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Academic integrity is one of the most important values in higher education. This principle requires that each student's work represents his or her own personal efforts and that the student acknowledges the intellectual contributions of others. The foundation for this principle is honesty and ethical behavior; personal characteristics and behaviors expected of members of the Nursing Profession as outlined in the Nursing Code of Ethics.

Students are expected to adhere to CLC's Academic Integrity Policy. Academic dishonesty refers to misconduct related to academic assignments or examinations, plagiarizing, or other misconduct related to the academic learning experience (See CLC Student Code of Conduct Policy). Plagiarism and cheating will not be tolerated and will result in an automatic 'F' for the assignment and/or course. Students must cite all resources utilized for written work to avoid plagiarism. Academic related violations shall be referred to the academic administrator.

Cheating defined:
- Copying, in part or in whole, from another's test or other evaluation instrument or obtaining answers from another person during the test
- Submitting the same work that was submitted in a previous course
- Using or consulting sources or materials not authorized by the instructor during an examination
- Altering or interfering with grading or grading instructions
- Sitting for an examination by a surrogate or as a surrogate
- Talking or consulting during the test with another person
- Giving or providing in any way, information to other students that allows the student an undeserved advantage on an exam or quiz, such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class
- Any other act committed by a student during their academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

Plagiarism defined:
- The act of incorporating the ideas, words, sentences, paragraphs or parts thereof, or the specific substance of another's work, without giving appropriate credit, and representing the product as one's own work.
- Representing another's artistic/scholarly or similar works as one's own
- The use of automated writing tools may be considered plagiarism and will be handled in accordance with existing policies.

If academic dishonesty is suspected to have occurred, the instructor may do one or more of the following:

- Give a lower or failing grade on the assignment or exam
- Give a lower or failing grade in the course
- Refer the student to the Vice President of Student Services or other designated administrative authority for student disciplinary action, which may include program or college dismissal.

Policy Implementation Notification: In each course, students will be notified about that course's process regarding academic dishonesty. That notification is most often stated in the course syllabus and may contain definitions of academic dishonesty, required documentation style, a reference to the college's Academic Integrity Policy and the Student Code of Conduct, and a statement of consequences for any infraction.

Due Process:

Students can expect fair treatment in academic matters, and the following steps will be followed in each situation. (See **Due Process for Nursing Programs Form** in Appendix E)
1. Notification of the charge
2. Presentation of the evidence supporting the charge
3. An opportunity to respond
4. Notification of the consequences
5. Information about the appeal process

Consequences: There is a range of options available to instructors and the Dean of Nursing for dealing with cases of academic dishonesty. Consequences for a student in a particular course may include, but are not limited to, failing the course, having a course grade lowered, having an assignment grade lowered or stricken, completing an additional assignment or redoing it, receiving a warning, and/or having the charge dropped.

Documentation: A written summary identifying the specific allegation of academic dishonesty, the consequences, and the documentation to support the charge will be provided to the student. Copies will be given to the student and the Dean of Nursing.

Policies and procedures related to due process are outlined in CLC Policy 3.6.1, Part 4, Subpart G, accessed via the embedded hyperlink ("due process") or via the college website under "About CLC" > "Important Resources" > "College Policies."

Social Media Policy

- Student nurses have a responsibility to understand the benefits and consequences of participating in social media. This includes both personal and professional social media use. A common myth with social media is that the communication or post is private and accessible only to the intended recipient. Social media is a public forum and any information posted in this media is considered public. Students should also be cautious of engaging in compromising behavior that may be photographed and tagged in another individual's social media without permission of the student.
- Nursing always requires the highest level of ethical behavior and nursing students are expected to comply with the rules of the CLC Nursing Department, the ANA Code of Ethics, and the ANA Social Media Principles (available in Appendix F) and **https://www.nursingworld.org/social/**.

    Examples of social media may include, but are not limited to the following:
    - Blogging – Blogger, LiveJournal, Xanga
    - Microblogging – Dailybooth, Foursquare, Google Buzz, Posterour, Tumblr, Twitter
    - Post casting – Blubrry
    - Social networking – Bebo, Facebook, Instagram, Google+, LinkedIn, MySpace, Orkut, Snap Chat, Tik Tok
    - Social new sharing – Digg, Reddit
    - Social bookmarking/social tagging – Delicious, Diigo, Google Reader, StumbleUpon
    - Video hosting – Vimeo, YouTube

Examples of unprofessional behavior related to social media use may include, but are not limited to the following:

- Any identifiable patient information or image or HIPPA violation
- Blurring of professional patient – nurse boundaries
- Sharing of any information or photos gained through the nurse-patient relationship
- Lateral violence or cyber bullying which may be behaviors of intimidation or bullying directed towards another individual
- Any disparaging remarks towards a patient, healthcare organization, or CLC college/nursing program
- Use of social media in a way that violates the rules of the clinical agency
- Any harassing, profane, obscene, or sexually explicit social media use that violates CLC's non-discrimination policies.

- A violation of professional behavioral standards related to social media (see Professional Behavioral Standards below) reported to the Dean of Nursing will be investigated. If a preponderance of evidence is found that the student is in violation of this policy, disciplinary action will be taken. This may include probation, removal from the program, reporting to a place of employment, clinical agency, and/or the Minnesota Board of Nursing**.
- Interpretation of professional conduct will be approached with cultural humility and awareness. Concerns about social media use or professional behavior will be evaluated using consistent standards and in consultation with diverse faculty or administrators where appropriate.

- Nurses have an ethical obligation to report when others are engaging in unprofessional behavior. This could include reporting to an instructor, Dean of Nursing, charge nurse, employer, or Board of Nursing.

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Professional Behavioral Standards/Requirements

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Integral to the profession of nursing is a concern for the welfare of the sick, injured, and vulnerable and for social justice; therefore, students enrolled in the Practical Nursing Program at Central Lakes College (CLC) accept the moral and ethical responsibilities that have been credited to the profession of nursing and are obligated to uphold and adhere to the professional Code of Ethics. The *American Nurses Association (2001) Code for Nurses with Interpretive Statements* outlines the goals, values, and ethical principles that direct the profession of nursing and is the standard by which ethical conduct is guided and evaluated by the profession.

- The Practical Nursing Program at CLC has an obligation to graduate students who will provide safe, competent nursing care and uphold the moral and ethical principles of the profession of nursing. Therefore, consequences will be administered for students who fail to meet the moral, ethical, or professional behavioral/practice standards of the practical nursing program as outlined below. Behaviors that violate moral, ethical, and professional practice standards include, but are not limited to, behaviors described in the CLC Academic Catalog Student Code of Conduct as well as:
  - unsafe behavior in a clinical setting
  - falsifying documentation in a clinical setting
  - academic dishonesty (see examples outlined in college catalog and nursing student handbook above)
  - behaviors that violate the Student Code of Conduct (see examples outlined in the college catalog)
  - transgression of professional boundaries
  - breaching of confidentiality/HIPAA (including any type of social media breach)
  - physical abuse, verbal abuse, threats, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person
  - behavior unbecoming of the Nursing Profession (professional behaviors delineated in the *ANA's Code for Nurses with Interpretive Statements* which can be viewed at: http://www.nursingworld.org/codeofethics).

*Note: The above violations include behaviors conducted in person or via "smart" technology and/or social media – see Appendix F for the American Nurses Association (ANA) social media guidelines.

- Consequences for violating professional behavioral standards range from initiation of a Student Success plan and a lowering of grade for minor infractions, to a Student Success Plan, program probation, and meeting with faculty and the DON following Due Process (Appendix E) for a first "major" infraction, to program dismissal for major and/or multiple professional behavioral violations.
- A written summary identifying the specific allegation of professional behavioral violation(s), the consequences, and the documentation to support the charge will be provided to the student.

Students who fail to adhere to the CLC Student Code of Conduct and the moral and ethical standards outlined in the handbook are ineligible to progress in the nursing program.

Central Lakes College Nursing Program Simulation Philosophy

Central Lakes College Nursing Programs integrate simulation into the curriculum to help students achieve program outcomes in a non-threatening learning environment. Simulation provides safe, evidence-based, patient-centered care in a realistic, controlled healthcare environment to replicate clinical learning. Students are provided with the opportunity to apply knowledge, skills, and attitudes acquired in the classroom, lab, and clinical as well as foster clinical reasoning skills while caring for diverse clients across the lifespan.
The following simulation learning objectives from NLN will be an expectation for each simulation scenario.
1. Practice standard precautions throughout the simulation.
2. Employ effective strategies to reduce the risk of harm to the client.
3. Perform a focused assessment noting abnormal findings.
4. Recognize changes in client symptoms and/or signs of patient compromise.
5. Perform priority nursing actions based on clinical data.
6. Reassess/monitor client status following nursing interventions.
7. Perform within the scope of practice.
8. Demonstrate knowledge of legal and ethical obligations.
9. Communicate with clients in a manner that illustrates caring for their overall well-being.
10. him organized, client-specific manner.

Lab Dress Code
The nursing learning lab is considered a simulated clinical experience; therefore, students are required to adhere to the above dress code policies wearing CLC Nursing Scrubs and student identification. Failure to comply with the lab dress code policy will result in loss of participation points. Student lab supplies may not be removed from the lab. No food or drinks are allowed beyond the classroom area of the labs. Lounging/lying on the beds and/or other equipment in the lab is not allowed, and the lab area must be cleaned and left in the same condition in which it was found.

Clinical Participation

Student supplies and course materials
The nursing student is responsible for personal purchase of the following:
- A stethoscope with a diaphragm and bell
- Bandage scissors
- Dark gray (pewter) uniform, including all gray, all black or all white shoes (see description below)
- Penlight (Provided)

- Watch with a second hand

Online and Clinical Orientation

Online and/or land-based clinical orientation must be completed before clinical practicum begins. **Attendance and/or evidence of completion is mandatory.** If a student misses a clinical orientation session or does not have proper online orientation completed, they will not be allowed to attend clinical.

Clinical Rules, Uniforms, Dress Code, and technology use

- Student uniforms include an all-dark gray (pewter) uniform top and uniform pants with solid white, gray, or black socks. *Uniforms must be ordered through the school's designated vendor to ensure uniformity in color and CLC embossed logo.* Shoes may be white, black, or gray nursing shoes *or* white, black, or gray tennis shoes with minimal color (if any color student should check with faculty for clarification). Nursing clogs **with** a heel strap (which must be worn) are allowed. **Crocs are NOT allowed**. Pants must never touch the floor. Undergarments should not be visible above the pant waistline. Tops and pants must overlap so no bare skin is seen at the midriff. Uniforms must be pressed and cleaned. Uniform samples are available for sizing, and uniform orders can be placed on-line or in-person at the local, designated uniform store.
- Students may choose to wear an undershirt with their uniform top. The color must be solid white, gray, or black.
- Student identification must be worn and visible at chest level.
- Jewelry: no more than one ring may be worn; no necklaces or bracelets may be worn (exception, a medic-alert necklace or bracelet is allowed).
- Only one small post earring may be worn in each ear. No hoop or dangle earrings may be worn.
- No visible body piercing (eyebrow, tongue, nose).
- Hair must be pulled back, off the face. Hairstyles and grooming should promote professional appearance and hygiene. Culturally significant or religious expressions of hair or facial grooming are permitted unless they pose a safety or infection control risk or are not allowed at the clinical site.
- The student must be well-groomed and free from offensive odors.
- Odors may cause adverse physical responses from patients; therefore, smoking is not allowed while in uniform so that no odor of smoke is present on the uniform, and no fragrances may be worn, including cologne, perfume, body lotion, hair spray, or after-shave lotion. No odor of alcohol or THC will be tolerated (see drug and alcohol policy).
- Nails must be short and clean. Nail polish and acrylic or false nails are not permitted for infection control and safety purposes.
- Students **may NOT** chew gum or hard candy. These may be used while on break away from client care areas. Food or drink is NOT permitted in patient care areas.
- "Smart" technology devices are **NOT allowed** in patient care areas, including but not limited to cell phones, iPods, iPads, laptops, and tablets.
- Students who have a clinical error or near clinical error will be asked to complete a Student Clinical Error Quality Improvement form (See Appendix G).
- In addition to the above, all policies required by clinical agencies will be adhered to.
- Students should refer to the course syllabus and their individual instructor for clarification of any of these policies prior to their clinical shift.

Tattoo Policy

- As guests in clinical facilities, Central Lakes College Practical Nursing Program strives to foster an environment of cooperation, professionalism, and respect; this includes adherence to dress code policies within the clinical facilities. The CLC PN program permits students to display tattoos in clinical settings with limitations. Factors that Central lakes College Practical Nursing faculty will consider determining whether tattoos may pose a conflict with the student's clinical environment include:
  - Personal safety of self or others
  - Productivity or performance expectations

- Tattoos may be visible unless they contain language or images that violate clinical facility policies or CLC's code of conduct.
  - If Central Lakes College PN Program faculty determines a student's tattoos may present a conflict, the student will be expected to utilize appropriate options, such as covering the tattoos while in that clinical setting. Failure to comply with the above option may result in dismissal from the clinical course.

Failure to comply with the uniform or dress code policy will result in student dismissal from the clinical site and counted as an **unexcused** absence.

For infection control purposes, practical nursing students may not wear their uniform previously worn in a clinical setting to any classroom setting.

Attendance

Lab Attendance Policy

Attendance is crucial for the lab. Each student may miss no more than 9 hours in this course (PNUR 1160). Tardiness will be figured as follows:
- 0-15 minutes late   = 15 minutes
- 16-29 minutes late = 30 minutes
- > 30 minutes late   = 1 hour

If a student misses more than 9 hours, they must retake this course.

Clinical Absence Policy

Students are held to the same standards as those expected in the professional work environment. They must attend clinical courses on a predictable and consistent basis to meet curriculum standards and course objectives.

Tardiness: Students are expected to arrive on time. If a student is recurrently tardy or other infractions arise, the student may be placed on clinical probation. Failure to meet the terms of the probation may result in failure of the clinical course up to program dismissal.

Clinical Absences: Students must notify the instructor by phone or in person in advance when it is anticipated that a clinical shift will be missed.

Unexcused Clinical Absences: If a student chooses to miss clinical for any reason not listed as an excused clinical absence, the absence will be considered unexcused. Unexcused clinical absences are not eligible for make-up arrangements. **If a second unexcused absence occurs, students will not progress in the course.**

Excused Clinical Absences: **Students may have ONE excused clinical absence per semester and still progress in the program.**

Absence may be excused for the following extenuating circumstances:
- Student injury, illness, or hospitalization, or immediate family* member illness
  If more than one clinical day is missed for this reason, an MD note is required.
- Family member hospitalization-doctor's statement required
- A death in the family ** documentation required
- Court-ordered appearances-documentation required
- Military service, call to active duty-documentation required
- Religious observation-documentation required

NOTE: Documentation for the above excused absences must reflect the date of absence.

Excused absences beyond one day will be reassigned another clinical day as negotiated between the student and faculty. It is not guaranteed that there will be a clinical day available for "make-up," or that a faculty member will be available or that an alternative section of clinical will allow for an additional student. For an excused absence, the instructor may

assign an alternative written assignment to make up the missed assignment points (this does not include the missed clinical performance points).

Any other unforeseen extenuating circumstances not listed above will be reviewed by the faculty and the Dean of Nursing on a case-by-case basis.

*_Immediate family member_ is defined as: Spouse or domestic partner, minor or dependent children/stepchildren/foster children (including wards and children for whom the student is legal guardian), or parent/stepparent living in the same household

**_Family members are_ defined as: Spouse or domestic partner, the parent and grandparents of the spouse, the parent/stepparents, grandparents, guardian, children, grandchildren, brothers, sisters, wards, or stepchildren of the student.

A student may be placed on a Student Success Plan (Appendix C) for the following circumstances in the clinical setting. These include, but are not limited to:
- Pattern of absences or tardiness
- Pattern of lack of preparation for Clinical
- Late submission of written Clinical assignments

Students will be required to outline their objectives and plans to correct the behavior and meet with faculty. A failing grade will be assigned to a student(s) who does not meet the terms of the Student Success Plan. A violation that occurs in a different category will also result in a failing grade. Course failure will result in a failure to progress in the Practical Nursing Program.

Confidentiality/HIPAA
All students must sign a HIPAA (Health Insurance Portability and Accountability Act of 1996) form during clinical orientation. This document outlines the appropriate handling of confidential medical information. All students are required to strictly adhere to HIPAA guidelines. Patients have a legal right to confidentiality related to all aspects of their care, and professional nurses have a legal obligation to safeguard the patient's confidentiality. Students may not provide information about their patient(s) to any individual not directly involved with the patient's care, including other staff and classmates. Conversation related to patients is only allowed in the clinical, conference, and classrooms to further nursing education. Discussion related to patients, or any clinical occurrences are prohibited in public places such as the cafeteria, lounge, or at home. Any materials or documents identifying patient information contained on them may not be removed from the clinical setting and must be discarded confidentially. **Failure to adhere to HIPAA regulations may result in probation or program removal.**

Student Costs
Students are charged additional programmatic tuition in PNUR courses to cover supplies and services required by the nursing program. Items covered may include, but are not limited to:

Liability Insurance
Lab supplies, practice materials and gloves, lab maintenance, and upkeep
Kaplan
Student Assessment/exit testing package (Kaplan)
NCLEX-PN review course (Kaplan)

*Items and costs included in the course tuition are subject to change

The licensure examination application currently costs approximately $340.00. These costs **are not** covered by differential tuition or course fees. Details related to application to take the licensing exam (NCLEX-PN) will be explained by faculty as graduation nears.

Transportation

Classroom and clinical experiences are provided in various settings around the region. Students are responsible for arranging their own transportation to and from classroom and clinical settings. If transportation challenges arise, students are encouraged to reach out to faculty or student support services for potential assistance or coordination options. Car-pooling is encouraged, when feasible.

Blood-borne Pathogens Exposure

Students participating in lab and clinical experiences are responsible for adhering to universal blood and body substance precautions to prevent exposure to blood and body substances infected with bloodborne diseases. Exposure can be caused by the splattering of blood, body fluids, or other potentially infectious substances into the eyes, mouth, mucous membranes, or non-intact skin. Exposure can also be caused by a puncture from a contaminated needle or other sharp object. In the event of exposure in the nursing lab, students are required to report the incident immediately to supervising faculty. In the event of exposure at a clinical agency, the exposure should be immediately reported to the clinical faculty, and the exposure policy of the clinical agency must be followed. Costs associated with exposure or injury that occurs while at clinical will be covered as outlined in the clinical contract and CLC student intern policies.

Worker's Compensation

It is the position of the clinical facilities and CLC that nursing students are not employees of either the clinical agency or the college for purposes of Worker's Compensation insurance. While nursing students are not considered employees for Workers' Compensation purposes, student safety remains a top priority. Any injury or exposure occurring in clinical setting will be addressed according to the college policy and clinical contracts to ensure appropriate support and care.

Service Learning

Service-learning links academic study to community service through structured reflection; it engages students in responsible and challenging community service; it provides structured opportunities for students to reflect critically on their experiences; and it emphasizes learning in areas such as communication, critical thinking and enriches connections to community involvement. The Practical Nursing program believes service learning is valuable for two fundamental and interrelated reasons: (1) service as a form of practical experience enhances learning in all areas of a college's curriculum; and (2) the experience of community reinforces moral and civic values inherent in serving others. **Five service-learning hours are a mandatory curriculum requirement for the Practical Nursing program.** A student will have until the end of their program to complete and submit required documentation related to the service-learning projects they participated in.

Students who encounter barriers completing the required service-learning hours (i.e. work, caregiving accessibility needs) should speak with faculty to explore flexible options or alternative formats.

Student Concerns / Grievance

The college has established a clear Student Complaints and Grievances policy, allowing students to seek resolution for disputes related to their education. Students are encouraged to first discuss concerns with appropriate staff or faculty, with the option to bring an advocate if needed. Formal grievances can be pursued if a resolution is not reached. Students also have the right to appeal a grievance decision by filing a written appeal to the Vice President of Academic

and Student Affairs. Details on the process can be accessed via the link above ("Student Complaints and Grievances policy"), or via the college website under "Quicklinks" > "Student Help Center" > "Student Complaint Process" or "College Policies."

Students have the right to appeal a grade via the CLC grade appeals policy.

Communication Requirements

CLC e-mail is the official means of communication with students. All students are expected to check their CLC-mail and Desire 2 Learn (D2L) frequently for official communication, including course updates, assignments, and announcements from nursing faculty.

Star Alert Emergency Notification System
Star Alert is a free Central Lakes College emergency notification system that makes it possible for students and employees to receive notices of campus-related emergencies via text, email, and voice alerts. All students and employees automatically receive notifications to their CLC email account and designated phones. Individuals may also elect to add additional phone numbers or emails to receive voice/text messages. Students automatically receive text messages if they have supplied a text-enabled cell phone number. For more information or to register for Blackboard Star Alert, go to: https://www.clcmn.edu/star-alert-emergency-notification/

Class Cancellation and Campus Closing

If classes are cancelled, students are not required to come to class/clinical. If CLC campuses are closed, classes are also cancelled. If classes are running late, students are to arrive at the time indicated the campus will open. If classes run late (2 hours or more) on a clinical date, the clinical will be cancelled.

The following television and radio stations will carry official announcements of class cancellations and/or closing of CLC campus. Clinicals will be cancelled when CLC classes are cancelled.

Watch the following television stations:
Alexandria: KCCO 7/12 & KSAX 43
Twin Cities: KSTP 5 & WCCO 4
Listen to the following radio stations:

AITKIN	KKIN-AM (930), KKIN-FM (94.3)
BRAINERD	KBPR- FM (90.7), KLIZ-FM (107.5), KFGI-FM (103.5), KVBR-AM (1340), KBLBFM (B93.3), and WJJY-F M (106.7)
BREEZY POINT	KLKS-FM (104.3)
LITTLE FALLS	KFML-FM (94.1), KLTF-AM (960), and WYRQ-FM (92.1)
MINNEAPOLIS	WCCO-AM (830)
PEQUOT LAKES	KTIG-FM (102.7)
ST. CLOUD	KCLD-FM (104.7), KNSI-AM (1450), KCML-FM (99.9), and WILD-FM (98.9)
STAPLES	KWAD-AM (920), KNSP-AM (1430), and K106-FM
WADENA	KWAD-AM (920), KNSP-AM (1430), KSKK-FM (94.7), and K106-FM

Resources and services available to students include but are not limited to:

Student Success Navigator
The Student Success Navigator serves as a resource for students who are pursuing healthcare careers to connect them to a wide variety of academic and personal support services to promote their learning and success while enrolled in nursing programs.
Contact: Toy Ross-Sullivan
Office: Staples Campus, B250
Brainerd Campus, W222
Phone: 218-894-5182
Email: latoya.ross-sullivan@clcmn.edu
Pronouns: she/her/hers

Advising
The student is responsible for seeking assistance, academic counseling, and/or advising to meet Nursing Program standards. Nursing students should seek counsel as needed from nursing faculty. Faculty contact information is posted in the course syllabi. Students are encouraged to connect with the faculty and the academic nursing advisor early and often throughout the program. Barriers may exist in navigating college systems and assistance is available. Faculty and advisors are committed to supporting success and can help create a personalized plan.

Nursing Academic Advisor:
All pre, current, and former nursing students may meet with our nursing program's specific academic advisor for guidance prior to, during, and after their nursing programs.
Contact: Jodi Elness, MA
Office: C119
jodi.elness@clcmn.edu
218-855-8036
To Schedule an Appointment (phone, zoom or in person)

Financial Aid: The Financial Aid Office at CLC has developed a comprehensive financial aid program based on federal, state, institutional and private resources to help cover the cost of education. CLC annually awards assistance to about 70% of its student body. The CLC Financial Aid staff encourages all students to apply for financial aid.

Scholarships: The CLC Foundation is a nonprofit organization formed to solicit, receive, and administer gifts, grants, bequests, and donations. Providing financial assistance in the form of scholarships to students at CLC is central to the mission of the Foundation. Scholarships are available for nursing students. Class announcements and/or emails are sent to communicate any opportunities for students to apply.

Accessibility Services: Central Lakes College is an affirmative action, equal opportunity employer, and educator. We are committed to a policy of nondiscrimination in employment and education opportunity and work to provide reasonable accommodation for all persons with disabilities. Accommodation is provided on an individualized, as-needed basis, determined through appropriate documentation of need. Please contact Accessibility Services (AS), accessibilityservices@clcmn.edu, office E138 at 218-855-8175, to meet and discuss reasonable and appropriate accommodation. Syllabus is available in alternate formats by AS upon request.

Returning and new students:
Each semester students must request accommodation for new classes. Students should make an appointment with the Disability Coordinator before the start of the semester to obtain a new Letter of Accommodation and test request forms for new classes.

Learning Commons
Library – Tutoring & Student Support – Research Center – Instructional Support
The Learning Commons (located in the library area) provides a variety of student support services including the following:

  Transition Services
  Assessment and Accommodations: Referral Services
  Environmental Modifications
  Computer Assisted Instruction
  Case Management
  Alternative Learning Adaptation
  Study Group Facilitation
  Tutoring Services
  English as a Second Language Services
  Note taking Services
  Reader Services - Text Book Taping Service

Learning Resource Center
Visit www.clcmn.edu/library/ for information related to the library services available for students.

Veterans Resource Center: http://www.clcmn.edu/veterans-resource-center/
CLC is dedicated to assisting veterans and eligible family members in achieving their educational goals. Military members that are currently serving should advise their instructor of all regularly scheduled military training and duties that conflict with scheduled course requirements. Instructors will work with the student to address issues that arise. For further information on this, refer MnSCU Procedure 5.12.1 Military Service and Disabled Veterans at http://www.mnscu.edu/board/procedure/512p1.html.

Mental Health Support for Students: Being a student can be stressful, particularly given the current state of the world. Mental health issues, including significant stress, mood changes, excessive worry, or problems eating or sleeping can interfere with reaching your optimal academic engagement and/or performance. Sources of such symptoms might be related to your nursing coursework; if so, please contact one of us on the teaching team. However, these symptoms can also be the consequence of personal struggle, loss, or crisis, which can also affect your well-being in the classroom. Please know that you do not have to do it alone; there are resources and supports available for you on campus:

The College Social Worker – Develop wellness tools and increase stabilization through skills building, education, and resources connection. Kellee Rossina: 218-855-8024, email: Kellee.rossina@clcmn.edu, Room C107.

The Clinical Therapist- from Lakewood Health System, Amanda Mithun. To schedule email Amanda directly at Amandamithun@lakewoodhealthsystem.com.

WeAre – Vaccination services, confidential reproductive healthcare services, education, and community outreach.

Food Shelf: Both campuses have a well-stocked food shelf with dry, refrigerated, and frozen goods in the HUB. Students are made aware of this resource, including location, course, and program orientations.

TRIO and META 5 MN Family Resiliency Program: http://www.clcmn.edu/meta-5-program/
http://www.clcmn.edu/trio-sss/ TRIO provides educational student support services to first-generation college students, limited income (Federal income guidelines based on family net income and family size), and/or documented disability. Contact julie.larson@clcmn.edu or stop by TRIO-Brainerd Campus, E124, for more information. META 5 provides services for those who have lost their primary source of income due to separation, divorce, disability, or death of a

spouse. This pre-employment program offers free, customized help for students to transition into the job market and address a variety of other needs. Meta 5 provides referrals to many resources including social service agencies, educational institutions and training programs, and financial aid resources. Contact kimberly.pilgrim@clcmn.edu or call 218-855-8010 for more information.

Counseling/Career Center: https://www.clcmn.edu/career-transfer-center/
- The counselor role positions develop and implement retention programming (i.e., new student orientation, interventions for at-risk students, etc.) and council students seeking personal and career counseling services.
- The advisor role positions serve to assist students with +80% of their questions regarding financial aid, admissions, and academic advising.
- A pool of "generalist" support staff is available at the business area windows for student needs. Generalists can assist students with:
  - Making an appointment with a counselor or advisor
  - Answering other records and registration questions

In personal counseling, students can expect help with referrals to agencies within the community as needed.

Bookstore: The CLC Bookstore is open on both campuses throughout the school year and sells new and used textbooks, backpacks, clothing, candy, movie tickets, and other school supplies. The bookstore also offers online ordering for textbooks and online buybacks. The bookstore posts a schedule on the website of buyback dates throughout the year. All textbooks for the Associate Degree Nursing Program tracks are available at the Brainerd campus bookstore.

*Additional resources may be found on the CLC Website by selecting "Student Resources" on the homepage toolbar

Opportunities for Student Participation/Governance

Leadership and participation opportunities are open to all students. Involvement is welcomed by students of diverse backgrounds, including part-time, nontraditional, and multilingual students. Accommodation for remote participation or flexible scheduling may be available upon request.

National Student Nurses Association:
All students admitted to the nursing program may enroll in the NSNA organization. Visit www.nsna.org for more information.

Student Senate:
Mission statement: The Student Senate provides leadership opportunities furthering CLC students' development and builds community through programs, activities, and student organizations.

CLC Practical Nursing Club:
CLC Practical Nursing Club members are given opportunities to participate in various college-wide campus activities and service learning within the greater community. Practical Nursing Club officers include President, Vice President, Treasurer and Secretary. One club member will be appointed to attend a weekly student senate meeting.

Nursing Meeting Participation:
Meetings scheduled with DON to offer suggestions, share concerns, and clarify questions.

Nursing Advisory Board Student Representatives:

Two students will be selected by their peers to attend the Advisory Board meetings to voice questions, offer suggestions, and share concerns professionally.

    Students will:
- Be on time and professionally participate

- Listen to any feedback
- Remember that personal student issues will be handled in a private and confidential manner and should be addressed via the Central Lakes College policy and the nursing program handbook policies.

Important Notices

Authorization for Release of Student Information

Criminal Background Check
An integral part of the Nursing Programs is the care of patients/clients in clinical settings. To provide this experience, the College contracts with local clinical facilities. All facilities licensed by the Minnesota Department of Health require criminal background checks for anyone working at their facilities, including students.

I understand that a facility may check my criminal background and could use the results to refuse to accept me at its facility. I understand that if I refuse to cooperate with the criminal background check or have been denied clearance, the clinical facility will refuse to accept me, and the Nursing Program does not guarantee an alternative placement. I understand that if no alternative facility placement is available, I will be dismissed from the Nursing Program.

I authorize Central Lakes College to release information contained in its files (including but not limited to reports, records and letters or copies thereof) regarding a background study performed by the Department of Human Services, or a request to the Commissioner of Health for reconsideration of a disqualification, to determine my eligibility to participate in clinical placements to fulfill the requirements of the nursing program at Central Lakes. This information may be released to all Central Lakes College clinical facilities. I understand that the facility will review this information to assess whether I may be permitted to participate in a clinical placement. I understand that I am not legally obligated to provide this information. If I do provide this information, the data will be considered private under state and federal law, and released only in accordance with those laws, or with my consent. I provide this information voluntarily and understand that I may revoke this consent at any time. A photocopy of this authorization may be used the same way and effect as the original documents. This authorization expires one year after the signature.

Data Practices Advisory and Informed Consent/Clinical Placement
The information on the attached HEALTH EXAMINATION FORM and IMMUNITY REQUIREMENTS FORM is collected because the clinical sites where Central Lakes College places student nurses require that the health information about student nurses be made available to them. The information will be used to determine whether a student meets the clinical site's health requirements for care providers.

I understand that a clinical site may refuse my participation based on data provided on my Health Examination and Immunity Requirements form. I understand that if I have not been immunized, a clinical agency may refuse my participation in clinical experiences at their site. I understand that the CLC Practical Nursing Program does **not** guarantee that there will be an alternate clinical site available, and that if no alternative facility placement is available, I will be dismissed from the program.

I understand that the information collected is confidential data, and will be disclosed, as needed, to the Dean of Nursing at Central Lakes College and to any clinical site where I am placed as a student, should the clinical site request the data. I understand that I am not legally required to provide this information to the Central Lakes College; however, my refusal to provide the information requested in the HEALTH EXAMINATION FORM and IMMUNITY REQUIREMENTS FORM could mean that a clinical site may refuse to accept me at its facility. I understand that the Nursing Program does not guarantee an alternative facility placement, and that if no alternative facility placement is available, I will be dismissed from the Nursing Program.

I authorize Central Lakes College to release the information on the HEALTH EXAMINATION FORM and IMMUNITY REQUIREMENTS FORM to any facility to which I am assigned while I am enrolled in the nursing program should the facility request the information. This authorization is valid for one year from the date of my signature.

I authorize Central Lakes College to release my name and date of birth to the clinical agencies of the Central Lakes College nursing program. I understand that the clinical agencies will review this information and assess whether I may be permitted to participate in a clinical placement at their facility, and if I am not permitted to participate, CLC does not guarantee an alternative clinical placement. If no alternative clinical placement is available, I understand that I am unable to meet the clinical requirements of the program and am therefore ineligible to progress in the program.

Simulation in Health Care Education Participation Expectations and Confidentiality Statement
Learning objectives for simulation in health care education include but are not limited to the following) apply basic to complex nursing skills, b) improve critical thinking skills, c) recreation of high risk/low frequency skills, d) assist in development of leadership skills and teamwork, and e) provide instant feedback and situation debriefing.

Each simulation experience is meant to offer you an opportunity to experience a mock-up of possible clinical experiences you may encounter in various health care settings and environments. The expectation is full participation in these experiences and to treat the simulated environment and patients as if they are actual patients.

The experience of simulation may evoke some unexpected actions, patient responses, and outcomes. Simulation learning activities are an opportunity to evaluate hospital systems, teamwork activities, and individual preparedness during patient care situations and emergencies. At the end of many simulations, we will take time to debrief in small and/or large groups. This will be an opportunity to discuss how you feel the educational experience has gone and what improvements could be made as a system, team, or as an individual. Please be sensitive to your team members and do not share individual performance issues with other peers. It is an expectation to deliver professional behavior and wear assigned attire when in the nursing simulation lab (i.e., Lab coat, stethoscope). Likewise, we expect confidentiality to be maintained so that we can facilitate a safe, structured learning environment for all nursing students.
It is recognized that simulation can be intense and may provoke unexpected emotions. Our goal is to foster a psychologically safe, non-judgmental learning environment where students feel supported to learn from mistakes. Debriefings are confidential and aim to promote growth, not perfection.
Students will be asked to complete evaluation forms related to their simulation experiences. We appreciate your thoughtful responses regarding your perceptions related to the simulation experience and how we can make improvements in the future.

Simulation scenarios may be videotaped for debriefing purposes to enhance student learning.

Appendices

Appendix A: MnSCU Performance Standards for Nursing Programs (PN Courses identified)
An essential component of the Practical Nursing Program is student participation in clinical experiences where students care for actual patients and residents at health care facilities. Central Lakes College contracts with local healthcare facilities to provide these experiences. Therefore, to safely care for patients in clinical settings and achieve course and program outcomes, students must possess specific intellectual and physical capabilities. Required capabilities and

standards are outlined below, * and are compatible with the scope of practice as defined by the Minnesota Board of Nursing. The examples listed are not intended to be a complete list of all tasks in the Practical Nursing Program. Reasonable accommodation to meet the following standards may be available for otherwise program-qualified individuals with disabilities. Central Lakes College is committed to a policy of nondiscrimination in employment and education opportunities and works to provide reasonable accommodation for all persons with disabilities. Accommodation is provided on an individualized, as-needed basis, determined through the appropriate documentation of need. Please contact the Accessibility Coordinator for more information if you think you may need accommodation for a disability at 218-855-8175, Office E138.

Capability	Standard	Examples	PN Courses
INTELLECTUAL			
Cognitive Perception	The ability to perceive events realistically, to think clearly and rationally, and to function appropriately in routine and stressful situations. Students must be able to independently and accurately assess or contribute to the assessment of a client.	• Identify changes in client health status • Prioritize multiple nursing activities in a variety of situations	**PNUR 1149** (CO): Report client changes of status to appropriate nurse and/ or instructor (SLO: Professional Identity, Nursing Practice) **PNUR 1150** (CO): Correctly use the nursing process to plan care for patients: by correct use of the daily worksheets, gather data, prioritize, recognize and report any changes or abnormalities, determine patient needs and identify nursing interventions, and evaluate effectiveness of nursing interventions. (SLO: Quality Improvement) (CO): Prioritize care for multiple patients. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care)
Critical Thinking Careful thought, reasoned judgment. Differentiated from personal opinion and superficial memorization of facts by the ability to obtain and use an appropriate quantity and quality of data for a given situation. Critical thinkers question assumptions, routines, and rituals, reconsider "known facts" when new	Critical thinking skills demanded of nurses require the ability to learn and reason, to integrate, analyze and synthesize data concurrently. Students must be able to solve problems rapidly, consider alternatives and make a decision for managing or intervening in the care of a client.	• Able to make effective decisions in the classroom and in clinical sites. • Develop/contribute to nursing care plans that accurately reflect client concerns. • Able to make decisions reflective of classroom	**PNUR 1149**(CO): Report client changes of status to appropriate nurse and/ or instructor (SLO: Professional Identity, Nursing Practice) **PNUR 1150** (CO): Practice the ability to utilize the nursing process in the collection of data, identification of patient problems, development of nursing interventions and the evaluation of the effectiveness of the nursing interventions implemented in the care of their patients, while integrating the nursing process in terms of clinical judgment, and critical thinking. (SLO: Quality Improvement)

		learning in the clinical sites.	(CO): Prepare and administer medications to clients according to Practical Nursing student scope of practice and current facility policy. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care) **PNUR 1160** (CO): Recognize the effect nursing skills and interventions have on the promotion of health and adaptation in patients (SLO: Patient Centered Care) **PNUR 1265** (CO): Demonstrate critical thinking skills through utilizing the nursing process. (SLO: Nursing Practice, Professional Identity)
information becomes available and develop new "rules" when old ones fail or are unavailable.			
Capability	**Standard**	**Examples**	**PN Courses**
MOTOR SKILLS			
Motor Skills	Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client.	• Position clients • Reach, manipulate, and operate equipment, instruments and supplies e.g., syringes, sterile equipment, and monitors • Perform/use electronic documentation • Lift, carry, push and pull • Perform CPR	**PNUR 1149** (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) (CO): Document patient /resident data accurately in medical record using correct charting procedures, abbreviations, medical terminology and utilizing technology information resources. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care) **PNUR 1150** (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) (CO): Demonstrate accurate knowledge and psychomotor skills to administer medications utilizing the 7 rights of medication administration. (SLO: Nursing Practice, Nursing Judgment) (CO): Demonstrate ability to consistently provide a safe and effective care environment to patients across the lifespan. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care)

			(CO): Document in the patient's medical record and student's daily worksheets, using correct charting procedures, abbreviations, medical terminology, and utilizing technology information resources. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care) **PNUR 1160** (CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice) (CO): Use informatics recourses for the role LPNs have in the delivery of simulated patient care (ex: EMR, drug resources, and patient simulators) (SLO: Nursing Practice)
Mobility	Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client.	• Propel wheelchairs, stretchers, etc., alone or with assistance as available • Transport supplies to client room • Work around bedside with other personnel • Lift a child • Move and lift clients in and out of bed, wheelchair or cart • Assist with transfer and walking of patients who may require substantial support	**PNUR 1149** (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) **PNUR 1150** (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) (CO): Demonstrate ability to consistently provide a safe and effective care environment to patients across the lifespan. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care) **PNUR 1160** (CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice)
Activity Tolerance	Ability to tolerate lengthy periods of physical activity.	• Move quickly and/or continuously • Tolerate long periods of	**PNUR 1149** (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) **PNUR 1150**

		standing and/or sitting	(CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) (CO): Demonstrate ability to consistently provide a safe and effective care environment to patients across the lifespan. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care) **PNUR 1160** (CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice)
Capability	**Standard**	**Examples**	**PN Courses**
COMMUNICATIONS			
Communication	Communicate in English with others in oral and written form. Able to communicate with clients and members of the health care team in order to plan and deliver safe care.	• Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others • Read, understand, write, and speak English • Explain treatment procedures • Initiate and/or reinforce health teaching • Document client responses • Clarify communication received	**PNUR 1149** (CO): Demonstrate therapeutic communication techniques when communicating with all members of the healthcare team as well as family and nursing instructors (SLO: Collaboration) (CO): Document patient /resident data accurately in medical record using correct charting procedures, abbreviations, medical terminology and utilizing technology information resources. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care) (CO): Explain simple procedures to patients and family members as they perform the tasks (SLO: Nursing Practice, Quality Improvement) **PNUR 1150** (CO): Demonstrate therapeutic communication techniques when communicating with clients, family, healthcare providers, and nursing instructors. (SLO: Collaboration) (CO): Explain simple and complex procedures to patients and family members before and during implementation. (SLO: Nursing Practice, Quality Improvement)

			(CO): Document in the patient's medical record and student's daily worksheets, using correct charting procedures, abbreviations, medical terminology, and utilizing technology information resources. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care) **PNUR 1160** (CO): Practice therapeutic communication in the performance of fundamental nursing skill (SLO: Nursing Judgment) **PNUR 1168** (CO): Use therapeutic communication (SLO: Nursing Judgment) **PNUR 1175** (CO): Explain the pediatric child's hospital experience in each stage of development (SLO: Patient Centered Care) (CO): Identify developmental characteristics and teaching and learning strategies that are appropriate to the pediatric patient (SLO: Patient Centered Care, Nursing Practice, Quality Improvement) **PNUR 1265** (CO): Demonstrate communication patterns that serve to enhance interpersonal relationships with patients, peers, instructors, and members of the health care team. (SLO: Collaboration, Professional Identity)
Interpersonal Relationships	Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	• Establish rapport with clients, families, and colleagues • Respond in a professional/ therapeutic manner to a variety of client	**PNUR 1149** (CO): Demonstrate therapeutic communication techniques when communicating with all members of the healthcare team as well as family and nursing instructors (SLO: Collaboration) **PNUR 1150** (CO): Demonstrate therapeutic communication techniques when

Capability	Standard	Examples	PN Courses
		expressions and behaviors	communicating with clients, family, healthcare providers, and nursing instructors. (SLO: Collaboration) **PNUR 1168** (CO): Use therapeutic communication (SLO: Nursing Judgment) (CO): Explain how culture influences a patient's health and illness (SLO: Patient Centered Care) **PNUR 1166** (CO): Identify the nurse's role in caring for a patient with behavioral changes (SLO: Nursing Practice, Nursing Judgment) (CO): Identify the stages of death and dying and the nurse's role in each stage, including interventions (SLO: Nursing Practice, Nursing Judgment) **PNUR 1265** (CO): Demonstrate communication patterns that serve to enhance interpersonal relationships with patients, peers, instructors, and members of the health care team. (SLO: Collaboration, Professional Identity)
Capability	**Standard**	**Examples**	**PN Courses**
SENSES			
Hearing	Auditory ability sufficient to hear normal conversation and/or assess health needs	• Ability to monitor alarms, emergency signals, auscultatory sounds, e.g., B/P, heart, lung, and bowel sounds, cries for help, and telephone interactions/ dictation • Communicate with clients,	**PNUR 1149** (CO): Demonstrate therapeutic communication techniques when communicating with all members of the healthcare team as well as family and nursing instructors (SLO: Collaboration) (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) **PNUR 1150** (CO): Demonstrate therapeutic communication techniques when communicating with client, family, healthcare providers, and nursing instructors. (SLO: Collaboration)

		families, and colleagues	(CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) (CO): Demonstrate ability to consistently provide a safe and effective care environment to patients across the lifespan. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care) **PNUR 1160** (CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice)
Vision	Visual ability sufficient for observation, assessment, and performance of safe nursing care.	• Observes client responses • Discriminates color changes • Accurately reads measurement on client related equipment • Read medication labels • Read syringe accurately • Evaluate for a safe environment	**PNUR 1149** (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) **PNUR 1150** (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) **PNUR 1160** (CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice) (CO): Demonstrate fundamental nursing data collection and monitoring skills (SLO: Nursing Practice) (CO): Demonstrate medication safety measures and national patient safety goals (SLO: Nursing Judgment) (CO): Interpret medication orders written and verbal (SLO: Nursing Judgment) (CO): Identify medication terms and abbreviations (SLO: Nursing Practice) **PNUR 1168** (CO): Describe key components of psychosocial observation (SLO: Nursing Practice) **PNUR 1166** (CO): Identify factors that affect drug interactions with the elderly and nursing interventions used in

			medication administration (SLO: Nursing Practice, Nursing Judgment) **PNUR 1265** (CO): Recognize common skin conditions, treatments, and nursing management. (SLO: Nursing Practice, Nursing Judgment)
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature, and texture.	• Performs palpation, e.g., pulse • Performs functions of physical examination and/or those related to therapeutic intervention e.g., insertion of a catheter	**PNUR 1149** (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) **PNUR 1150** (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) (CO): Demonstrate accurate knowledge and psychomotor skills to administer medications utilizing the 7 rights of medication administration. (SLO: Nursing Practice, Nursing Judgment) **PNUR 1160** (CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice) (CO): Demonstrate fundamental nursing data collection and monitoring skills (SLO: Nursing Practice) (CO): Demonstrate medication safety measures and national patient safety goals (SLO: Nursing Judgment)
Capabilities	**Standard**	**Examples**	**PN Courses**
PSYCHOSOCIAL			
Psychosocial Behaviors	Possess the emotional health required for full use of intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities.	• Demonstrate professional abilities of trustworthiness, empathy, integrity, confidentiality	**PNUR 1149** (CO): Demonstrate professional behaviors in the clinical setting by maintaining patient/resident confidentiality, maintaining dress code as written in PN handbook, demonstrating a positive attitude, seeking out new learning experiences,

		• Be able to change, and display flexibility • Learn to function in the face of uncertainties and stressful situations	accepting constructive criticism, reporting to clinical on time and prepared, and complying with allotted time for breaks (SLO: Nursing Practice, Professional Identity) (CO): Document patient /resident data accurately in medical record using correct charting procedures, abbreviations, medical terminology and utilizing technology information resources. (SLO: Nursing Practice, Nursing Judgment, Human Flourishing) (CO): Report client changes of status to appropriate nurse and/ or instructor (SLO: Professional Identity, Nursing Practice) **PNUR 1150** (CO): Demonstrate professional behaviors in the clinical setting by maintaining patient/resident confidentiality, maintaining dress code as written in PN handbook, demonstrating a positive attitude, seeking out new learning experiences, accepting constructive criticism, reporting to clinical on time and prepared, and complying with allotted time for breaks (SLO: Nursing Practice, Professional Identity) (CO): Maintain a positive attitude as demonstrated by accepting constructive criticism and seeking out learning experiences. (SLO: Professional Identity) (CO): Demonstrate caring and safety principles in nursing practice while maintaining patient confidentiality, cultural diversity, holism, and patient advocacy. (SLO: Nursing Practice, Nursing Judgment) (CO): Prioritize care for multiple patients. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care) **PNUR 1160** (CO): Begin recognizing and demonstrate nursing values including caring, altruism, human dignity, and integrity in the performance of

			fundamental nursing skills (SLO: Patient Centered Care) **PNUR 1168** (CO): Practice professional boundary issues and implications for nursing practice (SLO: Nursing Judgment, Professional Identity) **PNUR 1265** (CO): Recognize the professional, ethical and legal framework in the scope of practice of a practical nurse. (SLO: Nursing Judgment, Professional Identity) (CO): Demonstrate ability to consistently provide a safe and effective care environment to adult patients (SLO: Nursing Judgment, Professional Identity) **PNUR 1270** (CO): Explain the changing healthcare system and its application to the nursing profession. (SLO: Nursing Practice, Professional Identity) (CO): Discuss financial issues regarding health care and the LPN role (SLO: Nursing Practice, Professional Identity)
Capabilities	**Standard**	**Examples**	**PN Courses**
ENVIRONMENTAL			
Environmental Adaptability	Ability to tolerate environmental stressors.	• Work with chemicals and detergents • Tolerate exposure to odors • Work in close proximity to others • Work in areas of potential physical violence • Work with infectious agents and blood-borne pathogens	**PNUR 1149** (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) **PNUR 1150** (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) **PNUR 1160** (CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice) **PNUR 1168** (CO): Describe the impact of patient behavior problems in the healthcare

		• Work in environments that may have allergens, such as latex	setting (SLO: Patient Centered Care) (CO): Recognize defense mechanisms and adaptive and maladaptive coping (SLO: Patient Centered Care) (CO): Describe key components of psychosocial observation (SLO: Nursing Practice) **PNUR 1175** (CO): Explain the nurse's role in reporting child abuse (SLO: Nursing Practice, Nursing Judgment)

*The above Standards have been adopted from the MnSCU Performance Standards for Nursing Programs, which were developed by a task force of representatives from nursing education in Minnesota developed these Technical Standards. Educational institutions represented: Bemidji State University, The College of St. Scholastica, Lake Superior College, Itasca Community College, Rainy River Community College, Mesabi Range Community and Technical College, Hibbing Community College, and Riverland Community and Technical College. Adaptations were made from the Core Performance Standards of the University of Arizona, Minnesota West Practical Nursing Program, and Iowa Community Colleges.
Presented to Minnesota Practical Nursing Education Directors' Association DA on 5/3/02; 1/24/03, and 4/4/03. Revised 10/11/02, 1/21/03 and 3/28/03. Presented and revised by Minnesota Practical Nursing Education and Associate Degree Education Directors 'Association on 1/29/2010.
Adopted for use by the CLC Nursing Programs on May 21, 2013

Appendix B: Drug Testing Policy

Purpose:
The American Nurses Association *Code for Nurses with Interpretive Statements* (2001) outlines the goals, values, and ethical principles that direct the profession of nursing and is the standard by which ethical conduct is guided and evaluated by the profession. According to the Code of Ethics, members of the nursing profession are obligated to take appropriate action regarding any instances of impaired practice by individuals that place the rights or best interests of the patient in jeopardy (Provision 3.5). Nurses must be vigilant to protect the patient, the public, and the profession from potential harm when nursing practice in any setting appears to be impaired (Provision 3.6). The Central Lakes College (CLC) Nursing Department is therefore committed to providing and maintaining an environment that is free from the influence of illegal drugs and alcohol to help maintain the health, safety, and well-being of students and faculty on campus, and patients, employees, and visitors in the clinical setting. The CLC Nursing Department has therefore adopted this policy that applies to all students.
Policy:
- The illegal use, possession, transfer, manufacture, distribution, dispensation, sale, and being under the influence of drugs and inhalants while attending classroom or clinical activities on or off campus are prohibited.
- Any confirmed diversion of drugs or specimen tampering is considered a serious breach of professional standards and may result in program dismissal, consistent with the Minnesota Nurse Practice Act and institutional conduct policy.

- Tampering with a specimen's collection will be grounds for discipline up to and including dismissal from the nursing program.
- The use and possession of properly prescribed drugs or medications is permitted provided they do not interfere with the student's performance in the classroom, lab, and/or clinical setting. The student is obligated to notify their instructor if there is a question about the ability to perform while taking prescribed medications.
- Returning to the classroom, lab, or clinical setting after consuming alcoholic beverages is a violation of this policy and grounds for discipline.

Testing:
To carry out our commitment to an alcohol and drug free environment, all students admitted to the nursing program at CLC are subject to testing in accordance with Minnesota State law. The policy serves as the notice required under statute and will be provided to all students requested to undergo testing.

Reasonable suspicion: Students may be required to be tested if CLC nursing faculty suspects that the student:
1. is under the influence of drugs or alcohol and/or;
2. has violated CLC nursing department rules prohibiting drug and alcohol use.

For "reasonable suspicion" to exist, there must be a basis for forming a belief that testing is justified based on specific facts and rational conclusions drawn from those facts. If an instructor becomes aware of student behavior that leads the instructor to believe the student may be in violation of the Drug and Alcohol-Testing policy, the following guidelines shall be used:

1. There are no fixed rules about situations requiring testing. Rather, educated judgment should be used in every situation. The key to when to administer a drug and alcohol test is when observable behavior can be documented.
2. Time is of the essence. A drug and alcohol test should be given within a brief period after the suspicious behavior is observed. As a general guideline, the test should be accomplished within two (2) hours of observing the behavior.
3. The conduct in question should be observed by two (2) individuals (instructors/supervisory personnel) whenever possible. However, the decision to request a test may also be based on a single instructor's determination.
4. The decision to request a drug or alcohol test should be based on observable behavior. While past events, such as errors in judgment, declining school performance, and accidents may be considered, these factors alone should not form the basis for the decision to request a drug or alcohol test.
5. In determining whether a drug and alcohol test should be requested, consideration may be given to factors such as whether the student's conduct may affect the health, safety, or well-being of any other person; whether the student has direct contact with other students, patients, employees, or faculty; and security concerns.
6. A student who has sustained or caused another student to sustain a personal injury, has caused an accident during on or off-campus school-related activities, or has operated or helped operate machines, equipment, or a vehicle involved in an on or off-campus school-related accident should not be asked to submit to drug and alcohol testing unless reasonable suspicion is observed that the student is under the influence of illegal drugs or alcohol, or has violated the policy concerning illegal drug and alcohol use.
7. A Determination Checklist should be completed by the individual(s) who has observed the behavior and has determined that the drug and alcohol test should be requested. The form should be completed as soon as possible after the incident occurs.
8. The fact that a test was requested or administered is not to be communicated, either orally or in writing to anyone except those within the organization who have a need to know this information to perform their job functions or as required by law.

Additional Considerations:
Prescriptions Medications: Physician prescribed drugs, or controlled substances can adversely affect performance and patient safety in the clinical setting. Therefore, students taking such medications should talk to the prescribing physician

to determine if taking such medications poses a threat to the student's health or safety on the job, or that of others. If it is believed such a threat exists, the student is obligated to inform his or her instructor.

Right to Refuse: A student has the right to refuse to be tested. However, a refusal will be treated as a failure to comply with this policy and may result in disciplinary action up to and including dismissal from the nursing program.

Confidentiality: Test results, reports, and other associated information acquired during the testing process is confidential information and will only be disclosed as permitted or required by law, or with the written consent of the student being tested.

The Laboratory: The laboratory selected to perform the testing will be certified by the National Institute on Drug Abuse, the College of American Pathologists, or the Minnesota Department of Health and Human Services.

Costs: Costs incurred related to initial and confirmatory drug and alcohol testing under the reasonable suspicion drug testing policy are the student's responsibility.

Negative Test Results: Students who test negative on an initial or confirmatory test will be provided with written notice of the test results within three (3) days after the CLC nursing program has been notified of the result. Students whose initial or confirmatory drug test results are negative who have missed clinical time due to reasonable suspicion drug testing will be provided with the opportunity to make up the clinical days that have been missed.

Positive Test Results: A confirmatory test will automatically be performed on all samples that result in a positive test on an initial test. Positive test results will be reported to the Dean of Nursing. Individuals who test positive on the confirmatory test will be notified in writing of the test result and have the right to explain the result within three (3) days after the CLC nursing program has been notified of the results.

Consequences of Positive Test Results:

Drug Tests: Any student who tests positive for marijuana, cocaine, opiates, amphetamines, and/or phencyclidine (PCP) on a confirmatory drug test has violated the alcohol and drug policy and is therefore ineligible to progress in the nursing program and will be referred to a substance abuse professional. A student who violated the Drug Testing Policy can apply for readmission to the nursing program after one calendar year from the semester in which the violation occurred. The student must provide documentation of completion of substance abuse treatment to be considered for readmission to the nursing program.

Alcohol Tests: Any student who tests positive for alcohol in any amount on a confirmatory test has violated the drug and alcohol policy and is therefore ineligible to progress in the nursing program and will be referred to a substance abuse professional. A student who violated the Drug Testing Policy can apply for readmission to the nursing program after one calendar year from the semester in which the violation occurred. The student must provide documentation of completion of substance abuse treatment to be considered for readmission to the nursing program.

Training: The college shall ensure instructors designated to determine whether reasonable suspicion exists to require a student to undergo testing receive at least 60 minutes of training on alcohol misuse and receive at least an additional 60 minutes of training on controlled substance use. The training shall cover physical, behavioral, speech, and performance indicators of probable alcohol and/or controlled substance misuse.

<div align="center">

Reasonable Suspicion Determination Checklist and Collection Procedures
</div>

The following process should be followed when determining the need for a reasonable suspicion drug and alcohol test. The instructor shall obtain the facts and use this form to document the circumstances for the requested drug testing, including information from the student that may provide an alternative explanation for the observed behavior if reasonable to do so under the circumstances. Documentation should include the sources of information (direct observation, co-student report, third party report, police, etc.), date and time of observations, and other witnesses. The request for testing must be based on more than mere speculation, rumors, or intuition, and must be based on objective, observable symptoms of manifestations associated with being under the influence of an illegal drug or alcohol

DETERMINATION CHECKLIST:

This form is to help the instructor document the facts and circumstances behind a decision to request a student undertake a reasonable suspicious drug test.

Circle the pertinent items based on your observations of the student. Ask a second instructor or other professional, if available, to observe the behavior of the suspected impaired student and complete a duplicate form.

    1. **Walking/Standing:**

Normal   Stumbling   Staggering   Falling   Swaying
Unsteady   Holding On   Unable to Walk

2. Speech:
Normal   Shouting   Silent   Slobbering   Threatening   Whispering   Slow
Slurred   Rambling/Incoherent

3. Demeanor:
Normal   Sleepy   Crying   Silent   Talkative   Excited
Fighting

4. Actions:
Normal   Resistant   FightingThreatening   Erratic   Drowsy
Hostile   Profanity   Hyperactive

5. Eyes:
Normal   Bloodshot   Watery   Glassy   Droopy Closed
Blank Stare

6. Face:
Normal   Flushed Pale   Sweaty

7. Appearance/Clothing:
Normal   Unruly   Messy   Dirty   Partially Dressed
Bodily Excrement Stains   Stains on Clothing

8. Breath:
Normal   Alcohol Odor   Faint Alcohol Odor   No Alcohol Odor   Marijuana Odor

9. Movements:
Normal   Fumbling   Jerky   Slow   Nervous   Hyperactive

10. Eating/Chewing:
Gum   Candy   Mints   Other (Identify, if possible):

11. Judgment (if observed or indicated if not observed):
Normal   Violated Safety Procedures   Caused Harm to Self or another Person
Errors in Decisions   Caused Equipment Damage   Errors in Actions   Not Observed

12. Other Observations: Completed documentation will be kept on file.
- Discuss the situation with the student in a private location. Important: Explain to the student the behavior(s) observed and allow the student an opportunity to explain. Be sure to document the response.
- Inform the student there is a reason to believe they may have violated the Drug and Alcohol policy. Ask questions to determine the facts and determine if there is or is not reasonable suspicion to warrant a test. Use this form to document this information.

- **Are you feeling ill?   Yes   No   No response**
  If yes, what are your symptoms?
- **Are you under a doctor's care? Yes   No   No response**
  If yes, who is your Doctor?
  If yes, call the doctor immediately.

- **Did you drink alcohol or an alcoholic beverage today?   Yes   No   No response**
  If yes, what did you drink?
  Comments: *(When? Where? With whom? How much?)*
  If yes, refer to the Student Acknowledgement section.
- **Do you need to be referred for medical care?   Yes   No   No response**
- o Inform the student that any refusal to cooperate is grounds for discipline, up to and including dismissal from the nursing program.
- o If the student admits to violation of the policy, have them complete the corresponding section on this form.
- o If the student does not admit to using drugs, alcohol or other violations of this policy, and there is a reasonable suspicion the student has violated the policy, testing may be necessary. Testing will be conducted by an approved lab or the emergency room of the clinical agency where suspicious behavior has been observed if the student is in the clinical setting.
- o Following the testing, the student is to be suspended from the clinical setting until the results of the confirmatory testing are known.
- o If there is reason to believe the student is impaired, the student is to arrange for alternate transportation home, or a taxi voucher will be offered. If medical attention is needed, the student will be referred to ER.

INSTRUCTOR ACKNOWLEDGEMENT:
Based on the above, it is determined that **reasonable suspicion exists** to have this student tested for drugs and alcohol.
Signature:_____Date: _____Time: _____
Signature: _____Date: _____Time: _____
Based on the above, it is determined that reasonable suspicion **does not exist,** and the student is allowed to return to the classroom/clinical setting.
Signature: _____Date: _____Time: _____
Signature: _____ Date: _____Time: _____
STUDENT ACKOWLEDGEMENT:
I have been provided with a copy of the Student Drug and Alcohol-Testing Policy and have had an opportunity to review the policy. I admit that I have violated the Policy and do not wish to undergo testing. I understand in admitting my violation of the Drug and Alcohol-Testing Policy, I am admitting to a positive, unexplained test. Therefore, I will be offered the opportunity to participate, at my own expense or pursuant to coverage under a student benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined after consultation with a chemical dependency professional.
Signature: _____Date: _____Time: _____
Print Name: _____
Drug and Alcohol-Reasonable Suspicion Testing Consent Form
The Central Lakes College (CLC) Nursing Program has adopted a Drug and Alcohol-Testing Policy that provides for the testing of students when reasonable suspicion of drug or alcohol use exists. An assessment of your behavior suggests that reasonable suspicion exists; therefore, you are being requested to consent to urinalysis. You have the right to refuse to be tested; however, a refusal will be treated as a failure to comply with the Drug and Alcohol Testing Policy and my result in disciplinary action up to dismissal from the nursing program.
By signing your name below, you are consenting to a drug and alcohol test. Precautions will be taken to maintain the confidentiality of test results.
Signature: _____ Date: _____

Print name: _____

Appendix C: Student Success Plan

Central Lakes College Practical Nursing Program Student Success Plan

Student Name:	Semester:	Date:

This form notifies you that a Student Success Plan will be developed because of:

Absences/Pattern of tardiness	Pattern of lack of preparation for clinical practicum
Academic dishonesty	Pattern of late/incomplete submission of clinical assignments
Breach of confidentiality/HIPPA violation	Less than 80% passing rate in any practical nursing course
Disrespectful behavior to staff/faculty/client(s)/student(s)	Client safety compromised
Inappropriate/Unprofessional behavior	Failure to meet minimal standards of care
Less than 75% cumulative passing rate on exams/tests	Other:

Instructor Comments:

In order to pass the following course(s):

PNUR 1130 Lifespan	PNUR 1160 Practical Nursing Skills Lab
PNUR 1134 Pharmacology	PNUR 1168 Psychosocial Nursing
PNUR 1138 Medical Terminology	PNUR 1175 Maternal Child Nursing
PNUR 1140 Medication Calculations	PNUR 1265 Medical Surgical Nursing I
PNUR 1150 Clinical Lab II	PNUR 1270 Medical Surgical Nursing II

You will need to meet the terms of the agreed upon Student Success plan outlined below. Please identify your behavior and describe a plan for the correction of the behavior(s).

In my own words, I have developed a Student Success Plan because (be specific and professional):
My plan for passing the above course(s) is as follows (provide minimum of 3 specific & measurable strategies): *May circle strategies on back

Failure to meet the terms of this success plan will result in a failing grade for the indicated course(s) and will result in a failure to progress in the program. I understand that the terms of the Practical Nursing Program Success Plan will last for the duration of this semester. At that time the nursing faculty will review my situation to determine if I will continue with the success plan for the next semester. If I am to remain on a student success plan for the next semester, I will be notified of that decision once a determination has been made. This form will be placed in my permanent PN file. I have read and understand the above information and agree to the terms of this document:

Student Signature: _____ Date: _____

Instructor(s) Signature: _____ _____ _ _____Date: _____

Date	Intervention or Student Contact Information

Strategies to Promote Success in Nursing School
(Backside of PN Student Success Plan)

1. Minimize outside of school commitments as much as possible, (work, volunteering socializing etc.) to allow more time for schoolwork.
2. Have time set aside each day for studying.
3. Utilize a calendar (electronic or hard copy), organize school assignments so none are missed.
4. Enlist family support for childcare, housekeeping, cooking, etc.
5. Put social media away when studying and in class.
6. Print power points prior to class and use them to take notes or bring along laptop and take notes on it right on the power points themselves.
7. Tape lectures and listen to them later if it is helpful.
8. Review lecture notes the same day they are presented as a review.
9. Write out information for unit outcomes/ reading guides.
10. Read/review all reading material. Pay attention to bold headings, boxes, tables, images, and their descriptions. Be sure to read Key concepts at the end of chapters.
11. Answer any questions at the end of textbook chapters.

12. Utilize online textbook resources.
13. Complete and remediate all Kaplan questions.
14. View Kaplan test strategies tutorial and other Kaplan resources.
15. Form a study group, or study with others as you commute.
16. Use lecture notes as a reading guide to assist you in helping you pick out the most important concepts.
17. Prior to the test, review unit outcomes, remediate things you do not know. You need to be responsible for your learning.
18. Utilize internet resources, YouTube, Khan academy, Crash Course Biology, RegisterednurseRN.com for additional instruction.
19. Review all information provided on your content page, including additional resources.
20. Utilize lab time and remediate skills independently that you are not proficient at (if applicable).
21. Take Care of yourself, eat right, get enough sleep, exercise.
22. Ask Questions / Seek help in and out of class if you do not know something, we are here to help.
23. When getting a test question wrong analyze why you got it wrong. Did you just not know it, did you read it wrong, did you apply theory incorrectly?
24. Utilize the learning commons, tutor as available.
25. Make notecards, study tools, and games to help learn the material.
26. Reduce test anxiety before and during tests by using the bathroom and or taking a walk prior to test and think positive thoughts, deep breathing, and imagery.
27. Sit toward the front of class.
28. **You are responsible for your learning, only you can determine what you do not know.**
29. Other:

Appendix D: Nursing Program Success Reflection/Readmission Plan of Action

1. Reflect on your previous enrollment in the CLC AD Nursing program. Why do you think you were? unsuccessful? Identify at least three factors that were barriers to your success when you were enrolled in the AD Nursing program previously:

2. Which courses/units were the easiest for you when you were enrolled previously? Why do you think these were the easiest?

3. Which courses/units were the most challenging for you when you were enrolled previously? Why do you think these were the most challenging?

4. How many hours a week did you spend preparing for each class when you were enrolled previously? Do you think it was enough time?

5. How did you grow during this time? In other words, what did you learn about yourself, your study skills, study habits, nursing knowledge, and mindset?

6. Describe what you will do differently this time to help ensure your success in the AD program. Include at least 4 items/strategies. BE SPECIFIC!

7. For each of the following, list 3 strategies you can use to promote success in the specific category (you may want to research ideas on the internet):
   - In classes
   - Taking notes
   - Study habits
   - Being able to apply, not just remember, material
   - Reading textbooks or assigned materials
   - Time management (school life balance)
   - Stress reduction prior to exams
   - During the exam
   - Remediation after exams

Appendix E: Due Process Form

Due Process Form
Practical Nursing and Associate Degree Nursing Programs

Due Process: Students can expect fair treatment in academic matters, and the following steps will be followed in each situation:

1. Notification of the charge:

2. Presentation of the evidence supporting the charge:

3. An opportunity to respond:

4. Notification of the consequences:

5. Information about the appeal process:

Signatures of all attending Date: _____

_____

_____
rev 10-22-2012; 11-6-2013; 12/06/20

Appendix F American Nurses Association (ANA) Social Media Guidelines

AMERICAN NURSES ASSOCIATION
– FACT SHEET –

Navigating the World of Social Media

The number of individuals using social networking sites such as Facebook, Twitter, LinkedIn, and YouTube is growing at an astounding rate. Facebook reports that over 10% of the world's population has a Facebook presence while Twitter manages more than 140 million Tweets daily. Nurses are making connections using social media. Recently, the College of Nurses of Ontario reported that 60% of Ontario's nurses engage in social networking (Anderson & Puckrin, 2011).

Social networks are defined as "web-based services that allow individuals to 1) construct a public or semi-public profile within a bounded system, 2) articulate a list of other users with whom they share a connection, and 3) view and traverse their lists of connections and those made by others within the system" (Boyd and Ellison, 2007).

These online networks offer opportunities for rapid knowledge exchange and dissemination among many people, although this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to either enhance or undermine not only the individual nurse's career, but also the nursing profession.

Benefits
- Networking and nurturing relationships
- Exchange of knowledge and forum for collegial interchange
- Dissemination and discussion of nursing and health related education, research, best practices
- Educating the public on nursing and health related matters

Risks
- Information can take on a life of its own where inaccuracies become "fact"
- Patient privacy can be breached
- The public's trust of nurses can be compromised
- Individual nursing careers can be undermined

ANA's Principles for Social Networking
1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient — nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

References
Anderson, J., & Puckrin, K. (2011). Social network use: A test of self-regulation. *Journal of Nursing Regulation, 2*(1), 36–41.

Boyd, S., & Ellison, N.B. (2007). Social network sites: Definition, history, and scholarship. *Journal of Computer Mediated Communication, 13*(1), 210–230.

September 2011

ANA
AMERICAN NURSES ASSOCIATION

8515 Georgia Avenue, Suite 400
Silver Spring, MD 20910
1-800-274-4ANA
www.NursingWorld.org

Appendix G: Student Clinical Error Quality Improvement Form

CLC CENTRAL LAKES COLLEGE

Central Lakes College Nursing Program
Student Clinical Error Quality Improvement Form

Student: _____ **Primary RN:** _____

Instructor: _____ **Site:** _____

Date of Occurrence: _____

Description of clinical error or near miss (potential) error:

If medication error Circle the pertinent "right" (s) involved:
1. Right client
2. Right drug
3. Right dose
4. Right route
5. Right time
6. Right documentation

Factors contributing to the error or near miss (potential) error:

Impact of error on client (real or potential):

Assessments and Intervention(s):

Describe Quality Improvement Plan to prevent a re-occurrence:

Appendix H: <u>DATA PRACTICES ADVISORY AND INFORMED CONSENT</u>

Some facilities also impose certain requirements regarding the health of people working in their facilities and may require that health information about students in clinical site programs be made available to them. The College/University may ask you to provide health information, which will be used to determine whether you meet a clinical site's health requirements for care providers. Health information collected by you is private data.

The information provided will be disclosed, as needed, to the College/University Dean. The College of Nursing and Health Sciences and should any clinical site require the data, to any clinical site where you are placed as a student. You are not legally required to provide this information to the College/University.

However, refusal to provide the information requested could mean that a clinical site may refuse to accept you at its facility. The Nursing Program does not guarantee an alternative facility placement. If no alternative facility placement is available, you will be terminated from the nursing Program.

I hereby authorize the College/University to release my health information to any facility to which I am assigned during my nursing education, should the facility request the information. This authorization is valid for two years from the date of my signature.

_____

Student Signature   Student Printed Name

_____

Date